



This handbook is SPECIFIC to the 2020 Primary/General Elections. Please KEEP this handbook for BOTH elections as it won't be re-issued.

A copy is available on the County website [Cochise.az.gov/elections](http://Cochise.az.gov/elections)

## Poll worker's Training Handbook

# 2020 ELECTION

### Primary Election

**Tuesday, August 4, 2020**

**Independent voters CAN vote in this election without changing their voter registration.** They select a ballot style they wish to vote from a participating Party. Registered Green Party voters may also select a ballot style from a participating Party.

### General Election

**Tuesday, November 3, 2020**

This is a Presidential election. All eligible voters can vote and receive the same ballot style depending upon their Precinct split. Schools and Special Districts are participating in this election.

Cochise County Elections Dept.  
1415 Melody Lane, Bldg. E  
Bisbee, AZ 85603 (520) 432-8970

Dear Cochise County Poll workers:

Welcome – We're excited you are here! I extend my personal thanks to you, on behalf of the Cochise County Board of Supervisors, for agreeing to serve as a Poll worker for the Primary, and/or General Election in 2020. **We are especially grateful to our returning Poll workers, and excited to have you on the team if this is your first year.**

As the administrator of elections in Cochise County, I am committed to quality, accuracy, security, and unparalleled voter services. As part of our team, we believe you will find it rewarding to work together to provide excellent service to every citizen in our county.

You have been recruited as an election officer because your skills are essential in the electoral process. The job of a Poll worker, regardless of position, is a very important one. On Election Day, you are an extension of Cochise County staff. Each one of you will be the experts the Voters turn to for assistance. As a Poll worker, you will surely appreciate the opportunity that is given to you to perform your civic duty as an American citizen and serve your community.

**You each have a big job:**

- You need to understand the voting process of each different election.
- You need to know how to operate the voting equipment and assist Voters in using them.
- You need to know and tactfully enforce election laws within the polling place.
- You need to treat all Voters equally and fairly.
- You need to work as a team - during a very long day and often stressful day.

The importance of following all the election laws and all the procedures covered during training cannot be overemphasized. Training occurs prior to every election so you know what to do. Arizona state law requires this training.

To better prepare you as a Poll worker, we are providing this training handbook in addition to your regular in person training. We want our Voters to have a trouble-free experience when they come to vote. We want all of you to have a pleasant and rewarding experience. For that to happen, all the election laws, and the Vote Center set up, workflow and procedures must be followed consistently. You can also find out relevant info about your duties on our website at [www.cochise.az.gov/elections](http://www.cochise.az.gov/elections)

Essentially, this handbook emphasizes the importance of having each one of you as a valued member of the election team. We appreciate and want to recognize the contributions of all staff and volunteers.

Welcome aboard! Together, with you, we can look forward to another successful election cycle in Cochise County.

Sincerely,

Lisa M. Marra, CPM  
Elections Director

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## ELECTIONS DEPARTMENT STAFF

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**520-432-8970**

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### **Cochise County Recorder's Office**

**David Stevens, Recorder**

Heather Lopez, Chief Deputy Recorder

Lara Beach, Voter Registration

Jonathan Johnson, Voter Registration

[Recorder@cochise.az.gov](mailto:Recorder@cochise.az.gov)

520-432-8358

Cochise County Website:

[www.Cochise.az.gov/elections](http://www.Cochise.az.gov/elections)

Frequently Asked Questions regarding elections:

<https://www.cochise.az.gov/elections/elections-faqs>

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## ELECTION DAY - HOTLINE NUMBER

**Elections Department**  
**1-888-316-8065 or 520-432-8970**

**For questions regarding:**

Absent Poll workers or Emergency	Electioneering at the Polling Place
Machine or Equipment Malfunctions	Political Observers
Additional Supplies	Polling Place Procedures

**Recorder's Office**  
**1-888-457-4513 or 520-432-8358**

**For questions regarding:**

Voter Registration	Drop Box Locations
Voter status or eligibility	Permanent Early Voting List
Provisional Ballot issues	Deceased Voters
Early Voting	

**Your safety is our main concern. Though emergencies that impact polling locations are rare, it's important to have procedures in place to ensure everyone's safety and the integrity of the voting process.**

**In some cases, you will have to make a judgment call as to the severity of the emergency. Immediately inform the Inspector who will then call 911. In the event of serious emergency, any Poll worker should call 911 for assistance.**

**In any emergency, the Elections Dept must be called as soon as possible at 1-888-316-8065 or 520-432-8970.**



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# SCHEDULE OF ELECTIONS

## 2020 PUBLIC ELECTION CALENDAR

(this is located at [Cochise.az.gov/elections](https://www.cochise.az.gov/elections))

**CONSOLIDATED ELECTION** — March 10, 2020  
(All mail only) — ~~Registration closes February 10, 2020 at midnight (16-120)~~  
~~Early Voting begins February 12, 2020 (16-542)~~

**PPE ELECTION** — March 17, 2020  
~~Registration closes February 18, 2020 at midnight (16-120)~~  
~~Early Voting begins February 19, 2020 (16-542)~~

**CONSOLIDATED ELECTION** — May 19, 2020  
(All mail only) — ~~Registration closes April 20, 2020 at midnight (16-120)~~  
~~Early Voting begins April 22, 2020 (16-542)~~

**PRIMARY ELECTION** August 4, 2020  
Registration closes July 6, 2020 at midnight (16-120)  
Early Voting begins July 8, 2020 (16-542)

**GENERAL ELECTION** November 3, 2020  
Registration closes October 5, 2020 at midnight (16-120)  
Early Voting begins October 7, 2020 (16-542)

Many Poll workers choose to vote an Early Ballot so they can concentrate on their Election duties on Election Day. We encourage this so that Voters do not get the wrong impression if they see a Poll worker voting at the Vote Center where they are also working!

### **If you have an Early Ballot:**

Mail your Early Ballot as soon as possible to ensure your Ballot arrives at the Recorder's Office by Election Day. All mail from and to Cochise County is routed through the Post Office in Phoenix which can take over a week in some cases. Please allow ample time for your Early Ballot to get through the mail.

### **If you cannot get your Ballot mailed in time, you can still have it counted:**

- Drop it off at the County Recorder's Office in Bisbee on or before Election Day.
- Bring it to the Vote Center on Election Day and drop it off at the Vote Center. You **do not** have to stand in line to drop it off.

For a list of ballot drop boxes located around the county go to <a href="https://www.cochise.az.gov/recorder/voter-information">https://www.cochise.az.gov/recorder/voter-information</a>
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## ELECTION RESOURCES

This **Handbook** is a valuable resource with a great deal of information about the start-to-end Vote Center procedures, basic election law and regulations, job duties and responsibilities & checklists.

**Please study and bring this handbook with you on Election Day! You will use this same handbook for the November 3, General Election.**

An **Appendix** is included with step-by-step setup and closing procedures along with pictures and illustrations to guide you. The accordion folder in your election suitcase also has other pamphlets with troubleshooting tips for voting equipment:

- CradlePoint Router
- Air-Card
- ExpressPoll Tablet
- ExpressPass Printer
- ExpressVote Machine
- DS200s

Other guides provided in the Accordion Folder are screen shots with step-by-step directions for the following issuing of Ballots:

- Issuing Standard Ballots
- Issuing Provisional Ballots
- Reissuing Ballots after they have been “Spoiled”
- Handling “Voter Not Found” situations
- How to manage in an electrical power outage

The **County website** – The Elections Dept. webpage is very helpful as it contains maps and videos that will assist you in helping Voters. Take 2 minutes to watch the video at the bottom of the page on how to use the

equipment to cast your vote. Tell your friends and family to watch it too!

[www.cochise.az.gov/Elections](http://www.cochise.az.gov/Elections)

A **Troubleshooter** is someone who has been specially trained on the election equipment and processes. Each Vote Center is assigned a Troubleshooter (some cover more than one of the rural Vote Centers).

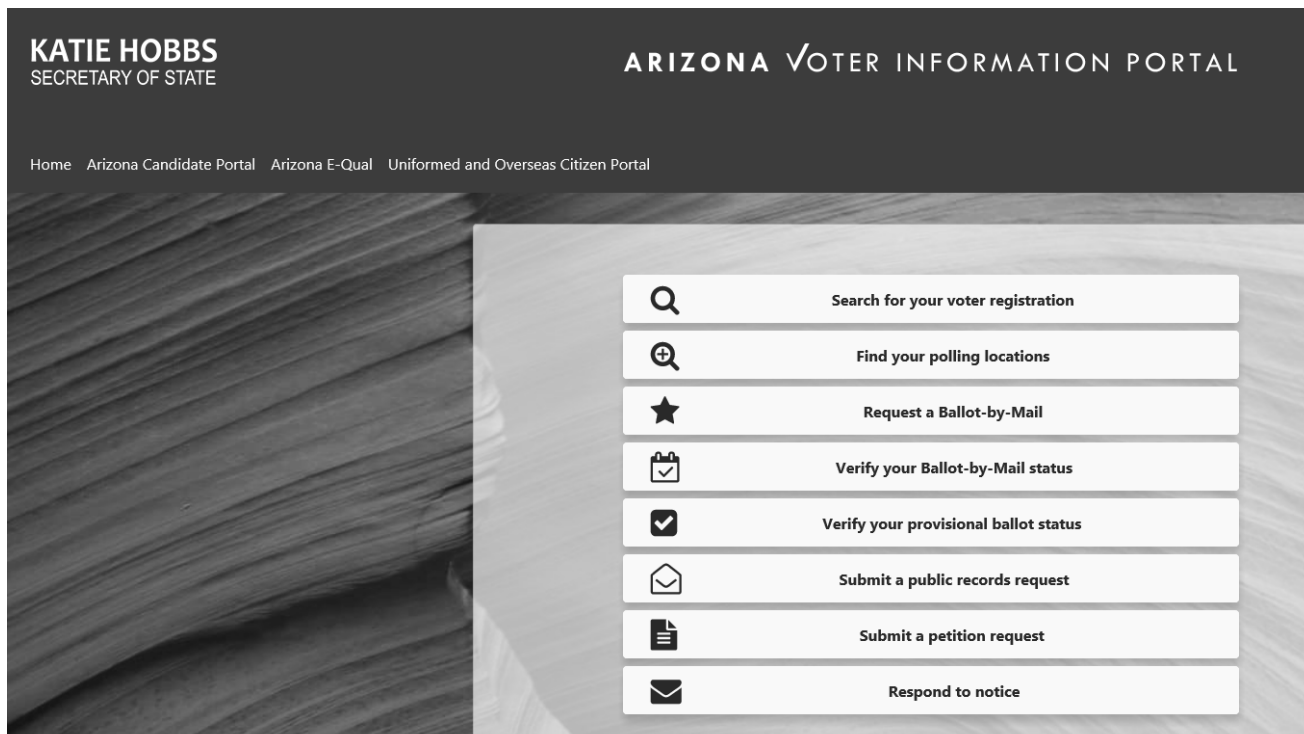
If you are having any election equipment problems and are unable to resolve it at the Vote Center, inform the Troubleshooter of the problem so that they can attempt to resolve the issue with you.

If your Vote Center does not have an onsite Troubleshooter, please call the Troubleshooter assigned to your Vote Center (Inspector has the phone number). In the event that the Troubleshooter is unavailable, call the Elections Dept. for assistance over the phone. If the problem cannot be resolved over the phone, someone will be dispatched to your area as soon as possible.

**Always remain calm and don’t panic  
– we can assist you!**

## STATE OF ARIZONA – [my.arizona.vote](https://my.arizona.vote)

One stop resource for all voter information. Verify your early ballot status, request an early ballot by mail, verify status of your provisional ballot, find a polling location and much more.



### **REGISTER TO VOTE ONLINE OR CHANGE YOUR REGISTRATION:**

[www.Servicearizona.com](https://www.Servicearizona.com)

**Arizona Secretary of State:** [www.azsos.gov](https://www.azsos.gov)

Information on Federal and State candidates, who is on the ballot?

**Arizona Clean Elections:** [www.azcleaselections.gov](https://www.azcleaselections.gov)

Information on how the political process works, duties of elected officials, how to run for office, voter education and more.

**U.S. Elections Assistance Commission:** [www.eac.gov](https://www.eac.gov)

Information on election security, voting equipment certification, national clearinghouse of information on election administration, annual election reports from all states, HAVA funds.



### **PRIMARY ELECTION:**    August 4, 2020

An election held in August in even-numbered years in which voters select party nominees for office. Voters must be registered with a political party or select a party ballot in order to vote. Members of the political parties compete to represent their party in the General Election. They will run against other party nominees in the General Election. **Independent voters do not have to re-register or change their voter status – they can vote in the Primary Election in Arizona by simply selecting a party ballot style.**

Cities can also hold elections in a Primary. In Cochise County, city elections are non-partisan. A ballot style is created specifically for “city only” voters. An eligible city voter may only want to vote for Mayor or Council. They may receive a non-partisan city only ballot that only has those races (and any Propositions) on it. A partisan ballot has the appropriate city races available. City only ballots are only utilized in the Primary Election.

Independent candidates running in a partisan race will only appear on the General Election ballot. Why? Because Independent is not a party. In Arizona, there are 3 political parties represented:

- Democratic
- Libertarian
- Republican

The Green Party is no longer recognized as a party in Arizona. Those registered Green Party members must select either a Democratic or Republican Party ballot in order to vote in the Primary. The Libertarian Party conducts a closed Primary Election. Only registered Libertarian voters may vote. This is not a ballot style that Independent voters may select.

Political parties may be recognized on a state level, the county level, or both. The Libertarian Party is currently recognized on a state level in Arizona. It is not a party recognized in Cochise County. Therefore, there are no county candidates on that ballot style.

All states hold Primary Elections on different dates throughout the year.

### **GENERAL ELECTION:**    November 3, 2020

An election held in November of even-number years to elect candidates nominated in a Primary Election to office. Nonpartisan elections are held in consolidation with the General, such as cities, school districts, fire districts, water districts, and sanitary districts. Propositions are also included on the General Election ballot.

There are no separate party ballot styles in the General Election. The winners from the Primary election that advance to this election will be on all ballot styles for the appropriate Precincts. Independent candidates who filed to run in a partisan race will appear on this ballot.

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## POLL WORKER'S DUTIES & RESPONSIBILITIES

Poll workers are an extension of the Cochise County Elections Department – YOU are a mission critical piece of the election process across the Country, not just in Cochise County!

<p><b>Vote Center Poll worker Board consists of:</b></p> <table><tr><td>Inspector – 1</td><td>Marshal at a minimum – 1</td></tr><tr><td>Judges at a minimum – 2</td><td>Clerks (as many as needed)</td></tr></table>	Inspector – 1	Marshal at a minimum – 1	Judges at a minimum – 2	Clerks (as many as needed)
Inspector – 1	Marshal at a minimum – 1			
Judges at a minimum – 2	Clerks (as many as needed)			

Because of the high confidence Voters place on Poll workers, it is vital that Poll workers are Knowledgeable of the process, so they can assist all Voters in a ***professional, unbiased and informed manner***. Inspector and Marshal must be of different political parties when possible.

### ALL POLL WORKERS RESPONSIBILITIES

- Operate as a team to efficiently and accurately set-up, open, operate, and close the Vote Center.
- Create an atmosphere where Voters can vote confidentially and in private, without fear of intimidation or reprisal. Voting should be a GOOD experience for the Voter and the Poll worker.
- Assist Voters that requires support by any means necessary within the limits of the election law and good, common sense.
- Ensure the security of the Ballots and the Election equipment is continuous throughout Election Day.
- Act in a professional manner, setting aside your own political views and not engage in political conversations on Election Day.
- Each Poll worker commits to carrying out his or her responsibility, but also to help other Poll workers as needed.
- Be aware of the following:
  - Noise level inside the Vote Center
  - Appearance of the voting area
  - Conversation between Poll workers
  - Attention of the Poll workers towards the Voter
  - Cooperation between the Inspector and the other Poll workers.
- Each of these factors can create an atmosphere conducive to voting, or an atmosphere of confusion or even hostility. Negativity is to be avoided when at all possible – and it's always possible.
- A missed opportunity to give accurate information and helpful assistance results in a Voter leaving the Vote Center with a negative impression of the election process, and of Cochise County. Don't let this happen.
- In extreme circumstances, a negative voting experience can develop into a serious complaint and possibly a Federal violation of the Voting Rights Act.
- All Bi-lingual Poll workers must understand the complete Election process so that it may be translated for Spanish-speaking Voters with limited English proficiency.

## INSPECTOR'S DUTIES & RESPONSIBILITIES

The inspector is your **TEAM LEADER** and is ultimately responsible for the Vote Center. They exercise authority over all election-related activities at the voting location, which includes the following:

- Lead activities and assign duties to other Poll workers.
- Swear in Poll workers the morning of the election before the Polls open.
- Maintain sufficient knowledge about election procedures and voting equipment.
- Act as the single point of contact with the Elections Director or other Officer in charge of elections, hotline number, Troubleshooters, or other entity designated by the Officer in charge of elections to provide assistance on election day.
- Appoint a substitute Judge, Marshal or Clerk if a Poll worker fails to perform his or her duty on election day and no alternative Poll worker is available.
- Implement measures to reduce Voter wait time, including the authority to request or appoint additional Poll workers upon approval of the Elections Director or their designee.
- Take any additional, necessary, or appropriate measures to ensure the voting location properly functions.
- Supervise the set-up of the Vote Center the day before the Election.
- Arrange a pre-election day meeting with all Poll workers to set up Vote Center and assign duties (if they have not been assigned).
- Issue and collect all payroll vouchers.
- Ensure all signs are posted inside and outside Vote Center, to include 75ft limit.
- Ensures that the procedures for Provisional/Conditional Ballots are carried out correctly.
- Along with the two Judges, makes up the official Election Board and votes on challenges (A.R.S. §16-592(b)).
- Ensures Voters receive an "I VOTED STICKER".
- Assist Voter at the DS200; the Voter must insert their own ballot; respect the Voters privacy; instruct Voter on any error messages.
  - **IMPORTANT!! Allow ONLY ONE Voter at the DS200 at a time.**
- Supervise all election day activities and Poll workers.

After Polls have closed, ensure the following equipment is given to the Couriers to be returned to the Elections Department on Election night. See CLOSING INSTRUCTIONS.

- ExpressPoll Tablet(s) Minimum of 2 – Each Vote Center is assigned differently
- ExpressPass Printer(s) – One Printer for each Tablet
- Unused Ballots
- Blue Canvas Bag (follow the Inspectors & Judges checklist of detailed items that should be placed in the Blue Bag)
- Black ballot drop box
- Blue ballot box (es) from DS200

## MARSHAL'S DUTIES & RESPONSIBILITIES

The Marshal is vested with the powers of a Constable pursuant to A.R.S. § 22-131 for the purpose of preserving order at the Vote Center. They do not have law enforcement authority, but duties include the following:

- Assist in setting up election equipment.
- Preventing any violation of election law, including Voter intimidation. **Ensures the 75' limit signs** are posted and measured from the main entrance of the Vote Center.
- **Ensuring no electioneering** within the 75ft limit. Refer to:
  - A.R.S. 16-515.A for detailed information.
- Removes any campaign signs or literature left inside that boundary.
- Do not allow anyone to place this info inside the line.
- **Do not allow any photography or video inside that limit. Conduct Voter education in line by offering Sample Ballot review.** Check to ensure Voters have proof of identification requirements and identify if any Voters possess a voted Early Ballot. **NO one should stand in line to drop off their Early Voted Ballot!**
- **Assisting disabled Voters into the Vote Center ONLY if requested by the Voter.** Please ask people if they NEED/WANT assistance before assuming they do.
- **Notify the Inspector if wait times have the potential to equal or exceed the 30-minute maximum allowable wait time.**
- Monitor the parking lot for security, parking availability, parking accessibility, etc.
- Take any additional necessary or appropriate measures to preserve order and manage Voter lines.
- Fills in for any Poll worker as needed necessary
- Keep info table tidy and watch for political literature/items left.

Verbally announcing the Opening of the Polls one (1) time at 6:00 a.m.

- **“The Polls are now open!”** outside the entrance.

Verbally announcing the Closing of the Polls five (5) times. Beginning at 6:00 p.m. the Marshal begins a series of verbal announcements at the specific times listed below.

- 6:00 p.m. **“Polls will close in one hour”**
- 6:30 p.m. **“Polls will close in 30 minutes”**
- 6:45 p.m. **“Polls will close in 15 minutes”**
- 6:59 p.m. **“Polls will close in one minute”**
- 7:00 p.m. **“The Polls are now closed”**

The Marshal must allow everyone to vote who is physically in line at the moment of closing the Polls. The Marshal may use any reasonable system to document or keep track of which Voters were in line as of 7:00 p.m. Physically standing behind the last Voter in line ensures that anyone arriving after 7:00 p.m. will be advised that they have arrived too late and the Polls are closed.

Assist with collecting early ballots dropped off if required. <<< - **NEW 2020**

## JUDGE'S DUTIES & RESPONSIBILITIES

- Assist in setting up elections equipment as directed by the Inspector.
- Assist Inspector in examining seals & seal numbers on voting equipment prior to commencement of voting
- Ensure that Voter provides acceptable forms of current identification (ID) with photograph, name and address.
- Print the Voter's bar code info on Ballot card
- Issue Ballot card to Voters
- Direct the Voter to the ExpressVote to vote their Ballot.
- Confirm whether the Voter was issued an Early Ballot (if so direct Voter to Provisional Ballot Table).
- Complete the Provisional Ballot Affidavit and ensures the Voter signs.
- If a Voter provides inadequate ID or NO ID direct Voter to the (Provisional Ballot Table)
- **Provisional or Conditional Ballots are deposited in the black ballot drop box along with dropped off early ballots. (NEW in 2020)**
- Spoiled Ballots are deposited in the Spoiled Ballot envelope

Complete the ballot judge report PRIOR to closing the polls on the tablet so you know how many ballots (Regular and Provisional) were issued. Each Judge will complete this information for the Inspector in order to close out the Official Ballot Report Form. You will have no other way to know how many you issued. ← NEW FOR August 2020

## CLERK'S DUTIES & RESPONSIBILITIES

The Clerks main responsibility is to assist the Inspector, Judge and Marshal as needed to ensure a smooth transition for Voter at the Vote Center.

- Assist in setting up elections equipment as directed by the Inspector.
- Assist Judges and Voter with Provisional/Conditional Ballot (Provisional Ballot Table).
- Assist in directing Voter to an open ExpressVote. Help maintain a steady flow of Voters to available ExpressVotes.
- Encourage Voters to 'Know before you go' while waiting in line to cast their vote.
- Assist Voters at the ExpressVote if asked to do so by Voter. (Remember to stand to their side and not behind them).
- Assist Voters to the accessible (ADA) voting equipment if requested by the Voter.

At some larger Vote Centers, a Clerk and/or Marshal may be stationed outside to collect ballots dropped off by Voters so they don't have to come into the Vote Center if we are required by law to continue social distancing due to COVID. Ballots would be collected and then taken directly into the Vote Center and deposited in drop box. **This would be curbside ballot drop off. This is not curbside voting.** ← NEW FOR August 2020

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## COMPENSATION

The following compensation has been approved by the Cochise County Board of Supervisors:

- Inspectors – Election Day \$125 + \$15 for each mandatory instructional class.
- Judges, Marshals and Clerks – Election Day \$100 + \$15 for each mandatory instructional class.
- Troubleshooters – \$100 per day + \$15 for each mandatory class + mileage.
- Mileage paid at the IRS reimbursement rate (if distance is greater than 15 miles, each way)
- Training class/mileage is paid with your election day check.
- Early Board/Write-In Board/Provisional Board/Receiving Board have a different stipend.

All Poll workers must sign in and complete the pay voucher prior to the Polls Opening. Remember to **print as neatly** as possible – First and Last name with current mailing address.

Inspector – Needs to confirm the pay voucher prior to placing it in the unofficial envelope to confirm that **ALL Poll workers** signed it and that no unauthorized personnel signed in.

If you were a passenger who did not drive to training or to the Vote Center on Election day, you will not receive mileage pay. Mileage pay goes to the person whose vehicle was used. As required by the Arizona Secretary of State, **a license plate number must be listed on the payroll voucher in order to receive mileage reimbursement (NEW in 2020).**

<b>You will receive your check 30 days AFTER each Election you work!</b>
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**TRAINING STIPEND:** All individuals selected to work are required to attend a mandatory training session for the position(s) they are assigned. Training stipends will only be paid out to those individuals who work their assigned shift(s). Individuals who attend a training session but do not work their assigned shift(s) WILL NOT receive the training only stipend. Training stipends and Poll worker pay vary by position and responsibility.

**PAYMENT:** The Elections Department needs thirty days to process and distribute payment. Individuals whose earnings exceed \$600 in a calendar year are subject to payroll tax withholding and will receive a 1099-MISC for income that must be reported to the IRS. Those will be mailed in January of 2021 for workers who exceeded the \$600 limit in 2020.

If you do not receive payment by 40 days after the election, please contact us at 432-8972. **If you do not inform of us missing payment within 60 days you may not receive payment. This can be avoided by making sure you sign in on the roster AND complete the proper paperwork for the Inspector.**

You may also defer payment if you want to be a Poll worker as part of your civic duty – it's your choice.
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## PRE-ELECTION DAY

### INSPECTOR NOTEBOOK, EQUIPMENT AND BALLOTS

The Elections Dept. will coordinate with the Inspector from each Vote Center so that the notebook, elections equipment and Ballots can be picked up no earlier than the five calendar days before the Election. Once items are received, Inspector must keep them secured and is responsible for bringing them on Election Day to the Vote Center. **These items cannot be left at the Vote Center and must be brought in on Election day.**

- ExpressPoll Tablets
- ExpressPass Printers
- Ballots (blank cards are treated exactly the same as printed ballots)

<p><b><u>DO NOT</u></b> leave these items in a vehicle! <b>DO NOT</b> leave these overnight at the Vote Center. The Inspector has a legal duty and obligation to protect these items under State law.</p>
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### PRE-ELECTION DAY SET UP

- Inspector will coordinate directly with Vote Center to obtain the key/keys to the facility.
- Set up a meeting time with Poll workers to meet at the Vote Center.
- Locate all election equipment; forms, supplies and items needed for Election Day.
- Set-up Information Table; sample ballots, publicity pamphlets and other approved literature.
- Set-Up Vote Center (**Refer to Vote Center Layout**) arrange furniture, prepare supplies and other items needed for opening the Polls (Pens, Flags, etc.).
- Place the ExpressVotes and DS200 machines. DO NOT unseal, open or plug in until Election morning.
- Test CradlePoint and Air Card
- Outdoor signs will be put out the morning of the Election (discuss over where they go).
- Go over opening/closing procedures, list of acceptable ID, Do's & Don'ts and Payroll Voucher.
- Inventory items for the Blue Canvas Bag to be sent to Elections when Polls are closed.
- Before the Polls open, the Inspector should designate a rally point outside the facility in the event of evacuation. Know the exits.
- Know where phone and restroom are located. Create your "security" plan. See something? Say something.
- Have a plan for power outage, medical emergency or a police incident. It's always better to plan for the worst and not have to use that training!

Poll workers need to make prior arrangements for meals, medication needed, or other items they may need throughout the day. This is the time to plan your potluck for Election Day. It is advised to bring individual snacks and drinks as needed. Breaks may be taken whenever the time permits, and someone is available to take over the position that you have been assigned.

<p>Notify Elections Dept. if CradlePoint or Air Card did not work or you have any questions.</p>
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## SUPPLIES AND RESOURCES

**Black supply suitcase:** This contains most all the items you need for election day. A detailed supply list is provided in the case. Please be sure to review the items to make sure you have what you need.

**NOTE:** this looks the same as the suitcase your printers are packed in. Be sure you have the right case!



PRO-TIP: If you lay the bag on its side, it unzips which is easier than unzipping the top!

**Accordion Folder:** This has important information ALL Poll workers should have access to. Review the info periodically throughout the day so you are aware of your responsibilities. Items included:

- Spoiled and Surrendered Ballot envelopes
- State of Arizona ID's at the Polls
- Voter registration forms
- Permanent Early Voting List forms (PEVL)
- Request for removal from PEVL
- Red Provisional folders
- Envelopes for Early Ballots without Affidavit envelope
- Page magnifier
- Secrecy Folders
- Disability Etiquette Guide
- Payroll voucher with envelope
- Closing checklists for ALL Poll workers (Your handbook has basic details only)
- Vote Center Survey \*We want to hear from you. If you have suggestions for improvements or concerns, please contact the Election Director personally at 432-8975 or [Lmarra@cochise.az.gov](mailto:Lmarra@cochise.az.gov)

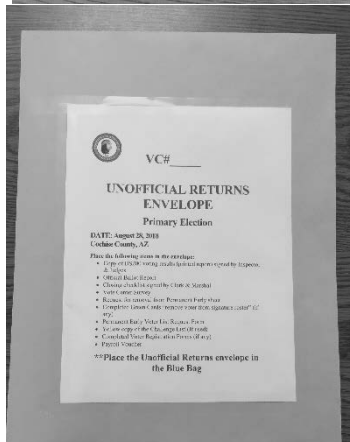
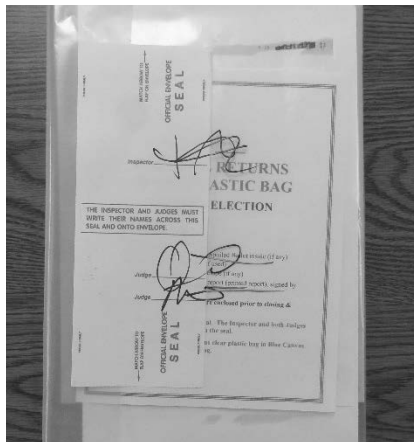


- Official Ballot Report
- Political Observer guidelines
- Challenge form
- Write in candidates or candidates who have withdrawn
- Election Oath handout



**Totem Pole:** This is to be set up by the instruction table. It contains all the legal postings required. We do not tape signage or post information on walls that could damage the vote centers.

**Blue Canvas Bag:** Contains the small blue case to put the thumb drive in from the DS200, the Unofficial Envelope and the Official Envelope.



**Information Table:** Set up close to the door so voters can view/research information prior to checking in to vote.

- US Flag in stand
- Sample ballots – 2 complete sets for viewing
- Important information for voters
- Full text of Propositions (in General Election only)
- Arizona Revised Statutes Handbook
- Official list of write in or withdrawn candidates
- State of Arizona ID at the Polls
- Pamphlets and voter guides (Az Clean Elections and AZ SOS)
- Publicity Pamphlets for official items on the Ballot
- PEVL forms
- Removal from PEVL forms
- Voter Registration forms are NOT placed on the table but available if asked for
- Map of Vote Center locations

**NO candidate or political party info is to be posted or distributed at any Vote Center or within the 75' limit.**

It is the Marshal's responsibility to check this table periodically during the day to ensure the table and contents are tidy and that no one has left any political literature including cards, pins, pens, etc. Those must be removed if left.



**Security Seals:** This will be discussed in training. NO seals are to be thrown away at the Vote Center. All seals MUST be verified prior to using any equipment. If seals must be removed, your Inspector is provided a log sheet to track these. The Inspector also has the list of the seal numbers used on your particular machines. If you remove sticker seals, they are taped to the log sheet. Plastic tie seals, along with the seal log and stickers are placed in a plastic bag located in your accordion folder. That bag will be sent back in the UNOFFICIAL Envelope.

**For illustration only: These are not the actual seals used in Cochise County.**



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## ELECTION DAY

Poll workers report to their Vote Center at a time designated by the Inspector or no later than 5:00 a.m. and work through the day until approximately 8:30 p.m.

### OPENING VOTE CENTER – Refer to Inspector Checklist

- Complete the items you couldn't do when you had your onsite Pre-Election day meeting.
- Perform the Oath of Officers
- Make sure everyone is signed in on the log
- **Perform ExpressTablet smart update. SET UP YOUR TABLETS. DO NOT WAIT FOR YOUR TROUBLESHOOTER TO DO THIS FOR YOU.**
- Inventory ballots and make sure equipment seals are in place. If you remove any seals, DO NOT discard them. Attach with tape in your supply box to the form in the Inspectors notebook. All seals must be verified and accounted for. **If you believe a seal has been tampered with, call the Elections Department immediately at 1-888-316-8065 or 520-432-8970.**
- Set up your Express Tablets, DS200's and Express Vote machines as outlined during training. Refer to guides in the accordion file. Follow step by step instructions when setting up all equipment. Reach out for assistance from your Troubleshooter or the Elections Dept if you are unsure of a procedure.
- **Verify your Official Ballot Report form and count. Make sure to put in public/vote count on the DS200's before voters start depositing their ballots. <<< NEW in 2020**

**Poll workers are NOT authorized to leave Vote Center unless an emergency arises.**

Poll workers may **NOT** bring to the Vote Center the following items:

- Laptop computers, radios or televisions
- Children, grandchildren or pets
- Playing Cards
- Any other kind of electronic device

Cell Phones are allowed, they should be on vibrate mode and be limited to emergency use for phone calls only (not inside the Vote Center)

The Inspector will check in during the day to make sure Poll workers are completing their tasks according to procedures. He or she will check in regularly throughout the day. They may rotate workers to different positions for additional training and to ensure everyone gets an opportunity

to take a break. Always remember to check in with the Inspector for any assistance – they are there to ensure everyone (Voters and Poll workers) has a productive day.

Several hours before the polls close, and/or during slow periods, **Poll workers should look over the closing procedures and responsibilities that have been assigned to them. Have them locate who is on their team to assist and make sure they have the documents necessary.** The Inspector will explain tasks. The better informed everyone is of the process, the smoother and more efficiently that closing will go. Closing the Vote Center should not be hectic or chaotic, but a smooth process that proceeds quickly and confidently. We know it's been a long day for you!

Although we want everyone to go home after a long day, we must ensure the procedures are adhered to and all items are closed out properly so the Couriers can return to the Elections Dept with the proper supplies and equipment.

**CLOSING VOTE CENTER – Detailed checklist/instructions in accordion file.  
Please use those to ensure you have the most current information**

Everyone has a job to do – we know you want to go home!

- Power/Close down equipment per the instruction guides.
- Finalize the Official Ballot Report - Make sure to put in the public / vote count on the DS200's. You must list the Provisional Ballots issued from epollbooks or you won't balance the report. Each Judge should provide those numbers from their tablet. <<<NEW
- Go through the closing list assigned to you by the Inspector.
- Double check your lists and take your time. This should not be a frustrating or difficult process.
- Clean up the Vote Center – leave it in good condition!

Polls Close at 7:00 p.m. However, if you still have Voters in line you must wait till the last person in line has voted. You cannot close the Vote Center until 7pm. Once all Voters are gone you can begin collecting and packing all equipment.

## **COURIER PICKUP**

Have supplies ready for your couriers. Verify their identify if you do not personally know them. Call the Elections Department at 1-888-316-8065 or 520-432-8970 if these are not the couriers you were expecting. The Couriers are there to assist – don't feel under pressure when they arrive.

Make sure to get them all the supplies: Black ballot drop box, blue box(es) from DS200, blue canvass bag, tablets in cases, printers in black suitcase. For illustration use only – this is what you need to have ready for couriers:



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## 75 – FOOT LIMIT

The 75 – foot limit is measured from the center of the main entrance outwards and then measured from each side so a 3-point arc is formed. Refer to the guide in the Inspectors Notebook with pictures of your Vote Center as this has been measured for you.

Set the 75 – foot limit plastic sandwich board sign in the middle and the 2 laminated plastic signs on each side to form your arc. A sandbag with a rope is provided to secure the sign from the middle.

### WHO IS PERMITTED INSIDE THE VOTE CENTER?

- Persons there to vote, persons in the care of a Voter, or persons caring for such Voter.
- Official Poll observers/watchers with proper identification and letter.
- Poll workers assigned to that Vote Centers.
- Troubleshooters.
- The Director of Elections and/or his or her Deputy Director and/or Cochise County Administrator.
- Law enforcement officers or emergency service personnel in the performance of their official duties.
- Election Observers appointed by the State with proper identification.
- Federal Observers including Department of Justice personnel with proper identification.

### WHAT IS NOT ALLOWED INSIDE 75' LIMIT?

People wishing to electioneer/campaign, must still stay outside the 75-foot zone. ARS 16-411(h) does allow individuals to electioneer and engage in political activity outside the 75-foot zone in public areas and parking lots used by voters, unless the polling location is deemed an emergency location.

**Electioneering** – occurs when an individual knowingly, intentionally, by verbal expression and in order to induce or compel another person to vote in a particular manner, or to refrain from voting, expresses support for or opposition to a candidate, a ballot question, or a political party which appears on the ballot in that election.

Poll workers must be careful to avoid remarks that may be construed as electioneering. Comments about candidates or issues on the ballot should be avoided all together. If a voter, member of the media or anyone else tries to engage in a discussion of political issues or asks an opinion about an election matter, poll workers should say, **“I’m not allowed by law to comment on that.”**

**Photography or video by anyone. The Voter MAY NOT take a photo of their ballot cast at the Vote Center.** There is no cell phone use inside the Vote Center except to show a form of ID when they sign in on the Express Tablet.

No signs advocating passage or defeat of a measure or candidate on the ballot should ever be posted on public property. Poll workers are authorized to remove such signs if they are posted inside the 75' limit on Election Day. Additionally, election/campaign signs in or on cars are not allowed within the 75' of the polling location. Poll workers should remove these signs and place them OUTSIDE the 75' limit.

**Exit Polling/Petition Circulators** - occurs when poll takers question voters about how they voted as they leave the polling place or ask you to sign a petition. No one is obligated to answer the questions or sign a petition. The exit pollers may be media representative, representatives of political parties or campaign workers. Exit polling MUST be done outside of the 75' limit and they are prohibited from engaging in any activities that would interfere with the freedom of voters to enter or leave the polling place to cast their vote.

**MEDIA** – at no time are any members of the media authorized to be inside the 75' limit. If they are there to cast a vote, then they are voters and their media credentials are not authorized. They must vote and then leave the 75' limit area. **Under no circumstance should a Poll worker answer questions or discuss matters with any member of the media.** Refer these people to the Elections Dept at 1-888-316-8065 or 520-432-8970.

### **WHAT ELSE IS NOT ALLOWED INSIDE THE 75' LIMIT?**

Candidates or other current elected officials – unless they are there to cast their vote. They are NOT allowed to “check in on your” or bring food or drinks to the Poll workers. This includes city and county elected officials even if the Vote Center is in their jurisdiction.

Results at the end of the night are NOT to be released to anyone. This includes City Clerks or other jurisdiction officials even if they have an issue or candidates on the ballot or you are using their facility. They should not be inside the 75' limit except to cast their vote.

The information on the DS200 tapes is not to be viewed except by election officials signing the reports. It is a violation of Arizona State law to release results prior to 1 hour after polls close. Results will be posted on the county website for public view starting after 8:00pm on election night. They are updated as they come in over the night and into the next few days as the Provisional and dropped off Early Ballots are processed.

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## EMERGENCIES

### **Your safety is always our first concern!**

#### **FACILITY IS NOT OPEN or IS OTHERWISE UNAVAILABLE**

If the facility is not open when you arrive, and you do not have a key to access, contact the number of the person you arranged set up with. Call the Elections Dept at 1-888-316-8065 or 520-432-8970 so they can reach out to additional contacts. Call the Elections Dept back when you can access the facility or have other information.

#### **POWER OUTAGE**

If there is a power outage, it is not always necessary to suspend voting. All data collected in the Express Tablet prior to power outage will be maintained. All DS200's and Express Vote machines have battery backup and can still be used. If there is adequate light and other amenities at the Vote Center, voters may continue to vote. Call the Elections Dept. immediately at 1-888-316-8065 or 520-432-8970 to discuss with the Director to make a determination to keep voting, close the Vote Center temporarily or other alternatives. There is a procedure in the Inspectors notebook on how to look voters up and print a ballot for them in the event you lose power.

#### **MEDICAL EMERGENCIES**

If there is a medical emergency at your Vote Center, whether it's a Poll worker or a voter, call 9-1-1 and follow the instructions given by the dispatcher and then report the situation to the Elections Dept. at 1-888-316-8065 or 520-432-8970

#### **INJURED POLL WORKER**

If there is a medical emergency, call 9-1-1. Contact the Elections Dept at 1-888-316-8065 or 520-432-8970 to inform them of the situation. If an injury occurred, list out the details with contact info of any witnesses. If a Poll worker is ill, or has an emergency, please allow him/her to do so. Put the time they left on the payroll voucher. They may not return to the Vote Center once they leave under state law. Inform the Elections Dept if you need more workers or additional assistance.

#### **PEOPLE INSIDE 75' THAT DON'T BELONG THERE**

Have the Marshal politely tell them it is required by law that they be outside the 75' limit. If they do not leave or become belligerent call the Elections Dept at 1-888-316-8065 or 520-432-8970 for guidance. If you feel your safety or the safety of others is in danger call 9-1-1. Do not attempt to physically engage with anyone.

#### **ANGRY VOTER**

Stop and take a deep breath. Actively listen to the voter and focus on the facts. Speak calmly and slowly even if you are frustrated or angry. If you find out you made a mistake, admit it and seek assistance from the Inspector to correct the situation. If the situation cannot be settled, or the voter becomes disruptive and the Marshal cannot deal with the situation, contact the Elections Dept at 1-888-316-8065 or 520-432-8970



## PHYSICAL THREAT OR DISTURBANCE

If anyone is unruly, abusive, or in any way threaten the safety of the Poll workers, voters, or the orderly conduct of the election that cannot be dealt with by the Marshal, call 9-1-1 and then report the matter to the Elections Dept. at 1-888-316-8065 or 520-432-8970

## BOMB THREAT, FIRE, OR FLOOD

Call 9-1-1, follow their instructions and leave the building if instructed to do so. If possible, take all personal belongings and go to a safe place and call the Elections Dept at 1-888-316-8065 or 520-432-8970. In the event an emergency location is necessary, the Elections Director will provide further instruction.

## EVACUATION

In an emergency requiring evacuation, such as listed above, the following procedures are recommended:

- Ensure the safety of everyone first
- Call 9-1-1
- Give the dispatcher the location, where and what the emergency is that is taking place, and any additional info they request to assist you.
- Notify the Elections Dept at 1-888-316-8065 or 520-432-8970 as soon as possible.

You are to ensure the integrity of the voting process if possible, and it is safe to remain inside the building. Otherwise, suspend voting (if possible, allow voters who have been issued a ballot to complete voting). If possible, remove the following from the Vote center in order of priority:

- Black ballot drop box
- Blue ballot box from DS200's
- ExpressTablets
- Unvoted ballots

Assign a Judge to remain as near the entrance or the Vote Center if possible, to inform voters of a temporary suspension of voting and to assure them that an alternative facility will be set up as soon as possible OR they will be instructed to go to another Voter Center. The Elections Dept will send personnel to come to your assistance to arrange for a continuation of voting. **Voters are not assigned specific precinct-based locations in Cochise County and they can vote at any of the 17 Vote Centers and their vote will be counted.**

Why do we need a plan?



## Recommendations for Election Polling Locations

Interim guidance to prevent spread of coronavirus disease 2019 (COVID-19)

Updated March 27, 2020

<b>SUMMARIZED for Cochise County Pollworker Handbook (2020 Primary/General Elections)</b>
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### **Background**

There is much to learn about the novel coronavirus (SARS-CoV-2) that causes coronavirus disease 2019 (COVID-19). Based on what is currently known about SARS-CoV-2 and about similar coronaviruses, spread from person-to-person happens most frequently among close contacts (within about 6 feet). This type of transmission occurs via respiratory droplets. Transmission of SARS-CoV-2 to persons from surfaces contaminated with the virus has not been documented. Transmission of coronavirus in general occurs much more commonly through respiratory droplets than through contact with contaminated surfaces. Current evidence suggests that SARS-CoV-2 may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in election polling locations.

### **Purpose**

This guidance provides recommendations on the routine cleaning and disinfection of polling location areas and associated voting equipment (e.g., pens, voting machines, computers). It suggests actions that polling station workers can take to reduce the risk of exposure to COVID-19 by limiting the survival of the virus in the environment.

<b>USE COCHISE COUNTY STANDARD GUIDELINES FOR CLEANING VOTING MACHINES AND TABLETS:</b>
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Alcohol spray in bottles – spray on cloth – not directly on machine or screens.
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Preventive actions polling workers can take:

- **Stay at home if you have fever, respiratory symptoms, or believe you are sick**
- **Practice hand hygiene frequently:** wash hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- **Practice routine cleaning of frequently touched surfaces:** including tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks, etc.
- **Disinfect surfaces that may be contaminated with germs after cleaning:** Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, use of personal protective equipment).

- **Clean and disinfect voting-associated equipment (e.g., voting machines, laptops, tablets, keyboards) routinely.** Follow the manufacturer's instructions for all cleaning and disinfection products.
- **Use an alcohol-based hand sanitizer** for use before or after using the voting machine or the final step in the voting process. Hands MUST BE DRY to touch machines and ballots card stock.
- **Incorporate social distancing strategies, as feasible.** Social distancing strategies increase the space between individuals and decrease the frequency of contact among individuals to reduce the risk of spreading a disease. Keeping individuals at least 6 feet apart is ideal based on what is known about COVID-19. If this is not feasible, efforts should be made to keep individuals as far apart as is practical. Feasibility of strategies will depend on the space available in the polling station and the number of voters who arrive at one time.
- **Poll workers can:**
  - Increase distance between voting machines IF POSSIBLE, but no more than 1 foot apart due to extension cords and machines may be daisy chained together.
  - Ensure the side screens are in place on every Express Vote machine.
  - Remind Voters upon arrival to try to leave space between themselves and others. Encourage voters to stay 6 feet apart if feasible.
  - Possibly limit the number of people inside the Vote Center at one time.
  - No physical contact with Voters or other Poll workers (ie handshakes, hugging)

The Cochise County Elections Department will follow CDC, State and County Health Dept. guidelines as required. Poll workers should understand last minute changes may be necessary as we conduct our two major elections this year. If there are changes requiring attention, Inspectors will be informed and share information with Poll workers.

**The safety and health of all Poll workers and Voters is always our first priority. If you are sick on Election Day, please let us know ASAP and stay home.**

**At this time, we ARE NOT: (subject to change!)**

- Requiring Poll workers to wear masks or gloves unless you choose to do so.
- Requiring voters to wear masks or gloves unless they choose to do so.
- Requiring voters remove masks.
- Marking 6 foot spaces at the Vote Centers. Do try to keep people spaced adequately.
- Spacing equipment more than 1 foot apart.

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## POLLWORKER EXPECTATIONS

### DO...

- smile and assist every Voter who comes to the Vote Center
- always start with a positive and helpful response
- allow Voters to bring in pre-marked sample ballots and publicity pamphlets
- allow Voters to wear political t-shirts, buttons, hats, etc. into the Vote Center
- work as a cooperative team member with other Poll workers – you are TEAM ELECTION!
- dress appropriately; be comfortable yet professional
- pack your smile and your patience and share both with others who may run a little low at times
- assist the Inspector as needed
- stick to your station within the Vote Center
- be aware of Party affiliation as some Poll worker duties must be performed by people of the opposite Party.
- keep noise level to a minimum
- take food breaks away from work area when possible.
- keep an eye on all activity to make sure things are running smoothly
- keep Voters informed if there is a wait time, power outage, etc.
- stay to help after the close of the Polls
- leave the Vote Center in good, clean condition
- enjoy the process, Voting doesn't happen successfully without your commitment, which we value so very much!

### DO NOT...

- congregate in a single location
- invade Voter privacy, stand to the *SIDE* of the ExpressVote to assist Voters
- leave the Vote Center
- bring weapons to the Vote Center
- only sworn peace officers can have weapons in the Vote Centers - whether they are ON or OFF duty.
- invite friends or family to the Vote Center to visit or for lunch. NO unauthorized people at the Voter Center are allowed by law
- wear political attire or discuss political views on Election day
- (This applies to Poll workers, Poll observers/watchers, not Voters)
- be afraid to call us if you have any questions or need HELP. We're all here for each other
- accept anything from a Poll observers/watcher, solicitor, or candidate
- give any advice, information, opinion or material regarding the ballot, candidates or issues
- use cell phones or electronic devices while assisting Voters – give everyone your undivided attention

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## ASSISTING DISABLED AND ELDERLY VOTERS

### AMERICAN DISABILITY ACT (ADA) COMPLIANCE:

The ADA is a federal civil rights law that prohibits discrimination against people with disabilities in every-day activities. A disability is a physical or mental impairment that substantially limits one (1) or more of the major life activities of an individual. Many Voters have special needs and are concerned with how we address those needs at the polling place. Any Voter requesting assistance is entitled to receive it, regardless of reason. If you are not sure what to do for a Voter with special needs, just ask if you can be of assistance and they'll let you know what they need.

CURBSIDE VOTING (County Policy effective 2017): Curbside voting is allowed when a Vote Center is not ADA accessible. ALL 17 VOTE CENTERS IN COCHISE COUNTY ARE ADA ACCESSIBLE PER FEDERAL GUIDELINES.

CURBSIDE VOTING IS NO LONGER OFFERED as an additional service.

In the past, when ballots were pre-printed, and Voters assigned to a specific Precinct, many of our 49 facilities were small and not fully ADA compliant, so we did offer curbside voting. Since the move to all electronic machines and Vote Centers in 2016, we are no longer able to provide curbside voting because of the potential injury to Voters, Poll workers, and equipment. It is simply not safe to move the large heavy machines outside to a car. These machines contain sensitive computer parts that are not meant to be moved repeatedly. The only way to cast a vote at the Vote Center is to use the machines – there are no pre-printed ballots available because there are over 500 ballots styles and any Voter can vote at any location.

Because all the Centers are ADA compliant, all Voters are able to come inside and cast their vote like everyone else. Disabled Voters should not be treated any differently than other Voters – and because they can access our Centers under ADA requirements, they can exercise their right to come inside and vote if they choose. Remember, our machines are also ADA compliant; blind and visually impaired Voters as well as Voters with hearing difficulty can use the machines. They can also sign up for early voting and vote by mail in the future.

2 chairs should be placed near the entrance and available to disabled voters who may need them.

There is a resource guide in the accordion file called “Disability Etiquette” - Tips on Interacting with People with Disabilities. Discuss how you will assist these voters during your Vote Center set up meeting. Provide 1-2 chairs near the door for these voters whenever possible.

## **GENERAL GUIDELINES:**

- NEVER ask why the Voter needs assistance
- If the Voter has an assistant or attendant, talk to the Voter, not the assistant
- Do not assume the person wants their assistant to help them with the actual voting – they may want you to assist them in order to maintain their privacy.
- Do not push a person in a wheelchair without permission
- When talking to someone in a wheelchair, stand back a few steps so the person can avoid neck-strain when looking up
- Make sure there is a clear path from the parking lot into the Vote Center
- Do not insist upon providing assistance – use common sense
- Treat everyone with respect and dignity
- No one is entitled to cut the front of the line – even if they are disabled
- Be on the lookout for Voters who may have a hard time standing in line; offer a place to sit inside until it's the Voter's turn to vote.
- Utilize the ExpressVote that is in the lowered position with a chair by it so that Voter can sit down while voting.
- If you notice a person that seems confused by written instructions, ask if they want you to assist by reading the instructions
- If you don't understand what someone is saying, do not pretend you do. Ask for clarification or see if another Poll worker can assist.

## **DEAF OR HARD OF HEARING VOTERS:**

1. Speak clearly, with your face unobstructed. Look at the Voter as they may read lips.
2. If you have difficulty understanding someone's speech, politely let the Voter know.
3. It may be helpful to use gestures, or to write down what you are trying to say.

## **BLIND OR VISUALLY IMPAIRED VOTERS:**

- Be prepared to offer assistance
- Say hello and identify yourself and your role
- Do not shout, grab or pull the Voter
- Do speak directly to the blind person, not through a third party
- Offer your arm to guide the Voter
- When you leave a blind person, let them know. Don't leave them stranded.
- Remember that guide dogs are working dogs not pets and service animals are allowed into the Vote Centers.

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# WHO IS ELIGIBLE TO VOTE & VOTER CHALLENGES?

## ELIGIBILITY TO VOTE

Registration is not the only pre-condition to voting. To be eligible to vote, a registrant must be

- A qualified Elector in a particular jurisdiction
- Be timely registered for a particular election.

### IN GENERAL, A "QUALIFIED ELECTOR" IS A PERSON WHO IS

- Qualified to register to vote and is properly registered to vote in the jurisdiction in question
- **Will be at least 18 years old on or before the election day in question.**

### FEDERAL ONLY VOTERS

- A Voter in Arizona may be registered as FED ONLY. That means they can vote for any race on a Federal ballot such as President, Senator, Congressional Representative. They are not eligible to vote for state, county, local races or Propositions. They receive a Fed only ballot.

## CHALLENGES TO A VOTER'S ELIGIBILITY TO VOTE

Any qualified Elector of the county may orally challenge a Voter stating that the Voter is not qualified for the following reasons:

- The Voter has voted before at that election
- The Voter is not the person whose name appears in the signature roster or e-pollbook
- The Voter has not resided in Arizona (or the relevant jurisdiction) for at least 29 days before the election
- The Voter is registered at an address that is not permitted for registration purposes
- The Voter is not otherwise a qualified Elector.
- A voter MAY NOT be challenged on the basis that the voter registered using the Federal form and did not provide evidence of citizenship.

## CHALLENGE PROCESS/RULINGS

A 2-part Challenge List Form is in your accordion file. It can be used for multiple challenges throughout the day if needed. One copy goes in Official Envelope and one in Unofficial Env.

A.R.S. § 16-531 PROVIDES THAT THE TWO Judges and the Inspector shall constitute the Election Board and a majority of the Election Board determines the validity of the challenge.

1. If an Elector is to be challenged, the Inspector shall have the person challenged step aside and permit the other Electors in line to continue through the voting process while the challenge is being determined. (A.R.S. § 16-592).
2. If the person challenged appears to be registered, that person shall take the following oath (also printed in the first column of the “Challenge List”) and if the person so elects, shall also be sworn to answer fully and truly all questions material to the challenge as are put to the person by the Inspector.

“I AM A CITIZEN OF THE UNITED STATES, A RESIDENT OF THE STATE OF ARIZONA AND COCHISE COUNTY AND WILL BE 18 YEARS OF AGE ON OR BEFORE THE TIME OF THE GENERAL ELECTION. I HAVE NOT BEEN CONVICTED OF TREASON OR FELONY (OR IF SO MY CIVIL RIGHTS HAVE BEEN RESTORED). I CERTIFY THAT THE INFORMATION ON MY REGISTRATION FORM IS TRUE AND CORRECT”

1. If the decision is that the challenge is NOT VALID, the person shall be permitted to vote a regular ballot on the Provisional Ballot Envelope, and the Inspector should sign the envelope. Follow the other steps for Provisional Ballot.
2. If the decision is that the challenge is VALID, the person will be permitted to vote a Provisional Ballot. "VOTER CHALLENGED" should be checked
3. No entry should be made on the Challenge List unless a challenge is being made.

[illegible]



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## POLITICAL OBSERVER GUIDELINES AND PROTOCOL

Poll Observers are a vital part of the election process. The Election Director has met with the County Party Chairman and shared the following general guidelines with Poll Observers also known as Poll Watchers:

- Poll Observers must be appointed in writing by their respective county political party chairman ***in a document that contains the chairman's original signature along with the Observer and the Election Director.*** If possible, the Inspector is notified who these Observers are prior to the election when possible.
- Poll Observers must immediately present the document appointing them as a Poll Observer to the Inspector upon entering the Vote Center or central counting place. Election Officials must return the document to the Poll Observers after authenticating the document.
- They **MUST** have that letter (sample in Inspector's Notebook) or they are not allowed in. The back of the letter shall have the Political Party Observer rules listed.
- Only ONE Observer from each Party may be in a facility at any given time without notification from the Election Director. **If more than one is in attendance, contact the Elections Dept at 1-888-316-8065 or 520-432-8970 – NEW in 20202**
- **Political Observers ARE NOT to wear any clothing or attire that could be considered political or influencing voters.** This includes hats, pins, shirts or other articles on their person that could be considered voter intimidation under A.R.S. §16-515(F). The Supreme Court has ruled that VOTERS may wear political clothing but that does not impact Poll workers or Observers who may not wear such clothing on Election Day. If you believe they are wearing something that could influence voters, please address that with them and/or call the Election Director who will contact the Party Chairman.
- The Inspector will determine the best location for the Observer and provide a chair for them to sit in. ***They are to observe and watch, not walk around the Vote Center. They are not allowed to talk to voters. DO NOT allow voters to talk to them inside the 75' limit.***
- Under no circumstances should an Observer ever place a mark or any type of material on a ballot or touch a voted ballot during observation of any of these election processes. No machines are to be touched. They may observe the count on the DS200 when a Voter is not at the machine.
- Observers may not interfere with or impede the election procedures or staff. If a Poll Observer has a question about the proceedings, the Poll Observer must communicate the question to the Inspector who should respond in a timely and reasonable manner. ***Poll Observers do not interact with Voters or Poll workers – only the Inspector.***

- If a Poll Observer is asked by the Inspector to cease an activity that interferes with the Election process, the Poll Observer must comply, or the Poll Observer may be ejected. It is the Inspector's duty to supervise the Poll Observer's actions.
- On Election Day, designated Poll Observers may be present at polling locations.
  - During the opening or closing of the Vote Center.
  - While voting is taking place.
  - For the purpose of witnessing the transportation of ballots to the receiving site.
- Poll Observers can leave and return to the Vote Center as long as their entering and leaving does not interfere with or impede the Election. They **DO** need to show their credentials again.
- Poll Observers **are not allowed to take pictures or video** inside the Vote Center. NO ONE is allowed inside the 75' foot limit to take photos or film – that includes members of the media.

#### POLITICAL OBSERVER PROTOCOL

Arizona law allows for a Political Observer to be appointed by the county chairman of each political party that has a candidate on the ballot, one per Vote Center. Republican, Democratic, and Libertarian parties are recognized in the State of Arizona. Independents or Party Not Determined is not a "Party" under these guidelines. Cochise County Elections Department has established these Vote Center protocols for party observers. This is to ensure that any questions or issues that may occur on Election Day are able to be handled quickly and efficiently, and that the voting process disturbed as little as possible.

These protocols are also posted on the information totem.

**The Inspector will contact the Cochise County Elections Director at 1-888-316-8065 or 520-432-8970 if there are any questions or concerns with a Poll Observer.**

Their authorization letter will also have Political Observer Guidelines printed on the back. There is a copy of this letter in the Inspectors notebook and accordion file. Please make sure all Poll workers are familiar with this process.



## Cochise County Elections Department

Public Programs...Personal Service  
www.cochise.az.gov

LISA M. MARRA  
Director

### REQUEST FOR APPOINTMENT OF POLITICAL OBSERVER

Pursuant to ARS §16-590 a political observer may be appointed by the  
on the ballot for each vote center/polling place, early voting site and/o  
Cochise County Elections Department feels it is important to establi  
Observers. This will ensure that questions or issues on Election Day wi  
minimal disruption to the voter and Election Board.

ELECTION DATE: \_\_\_\_\_

**MUST CIRCLE ALL THAT**  
Vote Center: ☐ YES ☐ NO  
Vote Center Location(s): \_\_\_\_\_  
Early Voting Site/County Recorder's Office: ☐ YES  
Central Count/Election Department: ☐ YES ☐ NO

Request is hereby made that the following named person be app  
indicated above.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ AZ  
Street City, State Zip

CELL PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

I, \_\_\_\_\_, Chairman of the Republican / Democrat Party (circle one) do hereby  
appoint \_\_\_\_\_ as a political observer at the location(s) specified above.

Observer Signature

Party Chairman Signature

Date

NOTE: Party chairman must provide completed forms to the Election Department prior to due date established for approval. Signed forms will  
be returned to party chairman for distribution to the designated observers. Anyone without a letter of appointment from the party chairman and  
signed by the election department will be turned away and instructed to contact their party chairman.

Voter Registration / Eligibility verified by: \_\_\_\_\_ DATE \_\_\_\_\_

Approved by Cochise County Elections Director: \_\_\_\_\_

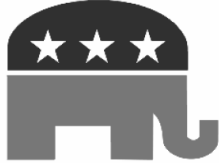
**THIS ORIGINAL FORM MUST BE PRESENTED TO THE PERSON IN CHARGE UPON ARRIVAL AT VOTE CENTER/POLLING PLACE,  
EARLY VOTING SITE OR CENTRAL COUNT OR YOU WILL NOT BE ADMITTED. FOR QUESTIONS CONTACT 520-432-8970.  
(Please see other side for Observer Protocol)**

1415 Melody Lane, Building A  
Bisbee, Arizona 85603  
520-432-8970  
520-432-8995 fax  
lmarra@cochise.az.gov

Sample – must be filled  
out and signed by  
Observer, Party Chair  
and Cochise County  
Election Director or  
Deputy.





## COCHISE COUNTY ELECTIONS POLITICAL OBSERVER PROTOCOL AND GUIDELINES



### POLITICAL OBSERVER PROTOCOL

Arizona law allows for a political observer to be appointed by the county chairman of each political party that has a candidate on the ballot, one per Vote Center. Cochise County Elections Department has established these Vote Center protocols for party observers. This is to ensure that any questions or issues that may occur on Election Day are able to be handled quickly and efficiently, and that the voting process be disturbed as little as possible. We appreciate your following these rules.



<p style="text-align: center;"><b>POLITICAL APPOINTMENT</b> (A.R.S. §16-590)</p> <p>If you have been appointed as a Political Observer, you must have an original letter signed by the County Chairman of your political party and the County Election Official confirming your appointment. We cannot accept copies. This letter must be presented to the Inspector of the Election Board of the Vote Center(s) you are assigned. Inspectors will also ask to see proof of identification and photo ID.</p>	<div style="display: flex; justify-content: space-between; align-items: center;">  <div style="text-align: center;"> <p><b>QUESTIONS / CONCERNS CONTACT THE ELECTIONS DEPARTMENT DIRECTLY</b></p> </div>  </div> <p>If you have any questions or concerns, please contact Cochise County Elections Department at 520-432-8970. On Election Day, please contact the Election Central Call Center at 1-888-316-8065.</p>
<p style="text-align: center;"><b>THE INSPECTOR</b></p> <p>The Inspector of the Election Board is your only point of contact at the Vote Center. The Inspector is in charge of the Vote Center and has the responsibility to keep the election process running smoothly and without disruption. Please help the Inspector by keeping your questions to a minimum.</p>	<p style="text-align: center;"><b>VOTE CENTER ETIQUETTE</b></p> <p>Vote Centers can be very crowded, therefore, we ask that you conduct your observing as quietly as possible. If there is already a representative from your party at a Vote Center then one of you will need to leave, as only one per party is allowed.</p>
<p style="text-align: center;"><b>75 FOOT LIMIT</b> (A.R.S. §16-515)</p> <p>No person shall be allowed to remain inside these limits while the polls are open, except for the purpose of voting, and except the election officials, one representative at any one time of each political party represented on the ballot who has been appointed by the county chairman of such political party, and the challengers allowed by law. Voters having cast their ballots shall at once retire without the seventy-foot limit. A person violating any provision of this notice is guilty of a class 2 misdemeanor. The Marshal is responsible for ensuring that only authorized persons are in the Vote Center.</p> <hr/> <p style="text-align: center;"><b>CENTRAL COUNT FACILITY</b></p> <p>Political Observers may be present during significant activities at a central count facility, Elections Dept. or the Recorder's Office during regular business hours when voted ballots are present. Under State law, a live camera feed is provided on the county website during times ballots are in the tabulation room when conducting a statewide election. You may view this live feed from any location offsite: <a href="http://Cochise.az.gov/elections">Cochise.az.gov/elections</a></p> <p>Central county facility (Elections) will be open during receiving ballots and/or electronic media on election night only.</p> <p>There are no public restrooms in the central county facility and food and drink is not permitted. Observers are not authorized to wear any political attire or clothing inside the 75' limit.</p>	<p style="text-align: center;"><b>"DO'S AND DON'TS" FOR THE POLITICAL OBSERVER</b></p> <p><b>DO</b> - Present your letter to the Inspector upon arrival.</p> <p><b>DO</b> - Be careful not to disrupt the election process.</p> <p><b>DO</b> - Call the Election Central Call Center directly at 1-888-316-8065 with any questions or comments.</p> <p><b>DON'T</b> - Wear any political attire or clothing within the 75' limit. ARS 16-515(F)</p> <p><b>DON'T</b> - Talk to the voters while they are within 75 feet of the Vote Center.</p> <p><b>DON'T</b> - Ask questions of or talk to the election workers. The election workers are present to assist the voters.</p> <p><b>DON'T</b> - Enter a voting booth, unless you are entering the voting booth to cast your own ballot.</p> <p><b>DON'T</b> - Touch the ballots or any voting equipment.</p> <p><b>DON'T</b> - Use your cell phone or any other electronic device while in the Vote Center. Step outside the voting area to make a call.</p> <p><b>DON'T</b> - Eat or drink inside the Vote Center while observing.</p> <p><b>The Inspector of the Election Board will ask you to leave the Vote Center if any of these rules are not followed.</b></p> <p><b>All voters, candidates, workers, property owners and the public deserve courtesy and respect.</b></p>

Rev. Jan 2019

## ARIZONA REQUIREMENTS FOR IDENTIFICATION AT THE POLLS

### STATE OF ARIZONA IDENTIFICATION AT THE POLLS

Every qualified Elector is required to show proof of identity at the polling place before receiving a ballot. The Elector shall announce his/her name and place of residence or present the Elector's name and residence in writing to the election official. The Elector shall present acceptable identification that:

1. Bears the name, address, and photograph of the Elector (see List 1 below) or
  2. Two different forms of identification that bear the name and address of the Elector (see List 2 below) or
  3. One form of acceptable photo identification with one form of non-photo identification that bears the name and address of the Elector (see List 3 below)
- A.R.S. §16579 (A)

An Elector who does not provide acceptable proof of identification shall not be issued a regular ballot but shall receive a conditional provisional ballot. If the Elector identifies himself or herself as a Native American, the Elector shall be processed under the section of this procedure titled "Identification Requirements for Native American Electors." All others shall be processed under the section of this procedure titled "Conditional Provisional Ballot for No Identification."

Acceptable proof of identification includes but is not limited to the sources listed below. Other forms of identification not on this list must be deemed acceptable by the county election official in charge of elections and must establish the identity of the Elector in accordance with the requirements of A.R.S. §16-579(A)

<https://azsos.gov/elections/voting-election> Some forms of identification may be presented on an electronic device (cell phone or tablet).

**Please note: Members of federally-recognized tribes are not required to have an address or photo on their identification in order to cast a provisional ballot.**

Recently issued Arizona Drivers License may say "Not for Federal Identification." This has to do with the travel "gold star" ID. ★ It is a valid form of identification for voting ← New in 2020!

**BE SURE TO ASK TO SEE IDENTIFICATION AND NOT A PHOTO ID OR DRIVERS LICENSE AS IDENTIFICATION CAN BE PROVEN IN VARIOUS WAYS WITHOUT A PICTURE.**

**LIST #1 - SUFFICIENT PHOTO ID INCLUDING NAME AND ADDRESS (ONE REQUIRED)**

- Valid Arizona driver license (Acceptable even if it says not to be used for federal identification – that has to do with Real Travel ID)
- Valid Arizona non-operating identification card
- Tribal enrollment card or other form of tribal identification
- Valid United States federal, state, or local government-issued identification

**LIST #2 - SUFFICIENT ID WITHOUT A PHOTOGRAPH THAT BEARS THE NAME AND ADDRESS (TWO REQUIRED)**

- Utility bill of the elector that is dated within 90 days of the date of the election. A utility bill may be for electric, gas, water, solid waste, sewer, telephone, cellular phone, or cable television
- Bank or credit union statement that is dated within 90 days of the date of the election
- Valid Arizona Vehicle Registration
- Indian census card
- Property tax statement of the elector's residence
- Tribal enrollment card or other form of tribal identification Arizona vehicle insurance card
- Recorder's Certificate
- Valid United States federal, state, or local government-issued identification, including a voter registration card issued by the County Recorder
- Any mailing to the elector marked "Official Election Material"

**All items from List 2 may be presented to the Poll workers in electronic format, including on a smart phone or tablet. They don't have to produce paper copies.**

**LIST #3 - MIX & MATCH FROM LISTS #1 & #2 (TWO REQUIRED)**

- Any valid photo identification from List 1 in which the address does not reasonably match the precinct register accompanied by a non-photo identification from List 2 in which the address does reasonably match the precinct register
- U.S. Passport without address and one valid item from List 2
- U.S. Military identification without address and one valid item from List 2

PLEASE verify the name and picture on the identification. Ensure the identification presented looks like the person you accepted them from.  
This means you must look up at the Voter to see who they are and not just take the info from them as you look them up on the ExpressTablet.

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## PROVISIONAL BALLOT

<b>*** A NEW PROCESS ESTABLISHED IN 2020 ***</b>
--

- |   |
|---|
| <ul style="list-style-type: none"><li>• NEW ENVELOPE, NO MORE 3 PART FORM.</li><li>• NO LONGER REQUIRED TO FILL OUT PROVISIONAL LOG TO TRACK THEM (THE TABLET DOES THAT FOR YOU)</li><li>• <b>BALLOTS STILL <i>DO NOT</i> GO INTO THE DS200 TABULATOR</b></li></ul> |
|---|

**Provisional Ballots** are used if a Voter has a discrepancy in the way their name or address appears on the ExpressPoll Tablet versus their ID (i.e., they married, divorced, moved within the same precinct, etc.).

### THERE ARE EIGHT REASONS A VOTER MAY VOTE A PROVISIONAL BALLOT

- Voter has been issued an Early Ballot
- Voter has changed his/her name
- Voter's name does not appear on the ExpressPoll Tablet
- Voter claims to be registered as a different party
- Voter has moved within the city boundaries or districts
- Voter has moved to a new precinct within the county
- Voter has not provided sufficient identification at the polling location
  - Voter presented ID, not a complete match
  - Voter has presented the proper forms of ID and names match, but photo and/or address do not reasonably match
- Voter is challenged at the Polling Place

### PROVISIONAL BALLOT FORM STEPS

- ~~• Provisional log is in the purple folder in accordion file~~
- Judge directs Voter to Provisional Ballot Table where Clerk will issue Provisional Ballot Envelope
- Clerk fills out the first two (2) boxes at the top and signs form prior to issuing form to Voter
- ~~• Clerk enters PIN # and voter name on Provisional Log. Voter does not sign that log. Voters signs Tablet~~
- Voter fills out middle section box, makes necessary changes as needed and signs the Envelope.
- Clerk direct the Voter back to Judge issuing ballots to have Provisional Ballot printed and issued.
- Judge places ballot card in a RED folder located in accordion file. A RED folder is a sign we should all look for. No one should be near a DS200 with a RED folder as these must be verified before tabulation.

- Judge direct the Voter to an available ExpressVote to vote and instructs Voter to return to Provisional Ballot Table. Clerk instructs Voter to fold their Ballot in half and to place Ballot in Provisional Ballot Envelope
- Clerk removes the receipt from the envelope flap to give to voter. The voter can check the status of the ballot by calling the Recorder's Office or going to my.arizona.vote website.
- All Voters receive the same receipt with no other info needed.
- **Voter then places Provisional Ballot into black Ballot Drop Box.**
- There is no green bag for Provisional Ballots ← NEW IN 2020

**Do not allow Voter to place Provisional Ballot into the DS200.**  
They must be processed by the Recorder's Office before they can be counted!

## CONDITIONAL PROVISIONAL BALLOT

A Conditional Provisional Ballot is used when a Voter has no form/forms of ID. The Voter has a set number of days to provide ID at a local government office (5 days after a state/federal election and 3 days after a local or mail only election)

The same steps are followed as issuing a Provisional Ballot to the Voter. Issue ballot in RED folder and do not allow it to be deposited into the DS200.

- Clerk issues Voter the receipt from Envelope flap and instructs them to follow the directions on the flap to ensure their Conditional Ballot is cured within the time frame. **It is the Voters responsibility to contact the Cochise County Recorder's Office.**
- No other instruction sheets or handouts are given about how to cure their ballot or where to go to provide identification. They must contact the Recorder's Office.
- All voters can use the Arizona Secretary of State portal to check the status of their ballot or obtain other information specific to elections. [My.arizona.vote](https://my.arizona.vote)





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**PROVISIONAL BALLOT RECEIPT** 00000

You have voted a provisional ballot in this election. You may be required to provide additional information to the Cochise County Recorder's Office in order for your ballot to be counted. To obtain information as to the status of your provisional ballot, go to **my.arizona.vote** and enter your information and receipt number in the "verify your provisional ballot status" bar. If you have any questions or need assistance, contact the Cochise County Recorder's Office at 1-888-457-4513 or 520-432-8358.

**RECIBO DE BOLETA PROVISIONAL**

Usted ha votado con una boleta provisional en estas elecciones. Es posible que deba proporcionar información adicional a la Oficina del Registro del Condado de Cochise para que su boleta sea contada. Para obtener información sobre el estado de su boleta provisional, vaya a **my.arizona.vote** e introduzca su información y número de recibo en la barra "verify your provisional ballot status". Si tiene alguna pregunta o necesita ayuda, comuníquese a la Oficina del Registro del Condado de Cochise al 1-888-457-4513 o 520-432-8358.

< 9" >

< 2.0" >

COCHISE COUNTY 00000

**PROVISIONAL BALLOT/BOLETA PROVISIONAL** Cochise County Recorder's Office  
1-888-457-4513

To be completed by Election Official / Será completado por el Oficial de Elecciones

<p>Voter ID: _____</p> <p>Date: _____</p> <p>Vote Center: _____</p> <p>Party (Primary Only): _____</p> <p><b>X</b> _____ Election Official Signature</p>	<p><input type="checkbox"/> <b>Marked as Early Voter in E-Pollbook</b> – Recorder's Office records indicate an early ballot was issued to voter. This provisional ballot will be counted if the Recorder confirms that an early ballot was not returned.</p> <p><input type="checkbox"/> <b>ID Presented Does Not Match</b></p> <p style="padding-left: 20px;"><input type="checkbox"/> Moved    <input type="checkbox"/> Name Changed</p> <p><input type="checkbox"/> <b>Name Not On E-Pollbook (Registration Form Required)</b></p> <p><input type="checkbox"/> <b>No ID Provided (Conditional Provisional)</b></p> <p><input type="checkbox"/> <b>Federal-Only Voter</b></p> <p><input type="checkbox"/> <b>Challenged Voter</b> – Referred by Inspector ONLY. ARS §16-592</p>
<b>To be completed by Voter / Será completado por el Votante Current Information / Información Actual:</b>	
Print Name / Nombre en letra de Imprenta: _____	
Residence Address / Dirección Residencial: _____ City, State, Zip Code / Ciudad, Estado, Código Postal	
Mailing Address / Dirección Postal: _____ City, State, Zip Code / Ciudad, Estado, Código Postal	
AZ Driver's license number or last four digits of social security number / Número de su licencia para conducir de AZ o los últimos cuatro dígitos de su número de seguro social: _____	Date of Birth / Fecha de Nacimiento: _____
Phone Number / Número de Teléfono: _____	
Former Name / Nombre Previo: _____	
Former Address / Dirección Previo: _____ City, State, Zip Code / Ciudad, Estado, Código Postal	
<p><i>I swear or affirm under penalty of perjury that the above information is correct, that I reside in the precinct and/or district 29 days prior to the election, that I am eligible to vote in this election and that I have not previously voted in this election. I understand that my provisional ballot will only be counted if I have voted in the correct County. I understand that voting in the wrong County means that my ballot will not be counted. Yo solemnemente juro o afirmo bajo pena de perjurio que la información de arriba es correcta, que vivo en el distrito 29 días antes de la elección, y que soy apto para votar en esta elección y que no he votado previamente en esta elección. Entiendo que mi boleta provisional solo se contará si he votado en el condado correcto. Entiendo que votar en el condado equivocado significa que mi boleta no será contada.</i></p> <p><b>X</b> _____ (Sign Here / Firme Aquí)</p>	
<p><b>BALLOT DISPOSITION</b></p> <p><input type="checkbox"/> COUNTED    <input type="checkbox"/> NOT COUNTED</p>	<p><b>Recorder Use Only / Para Uso del Registro Solamente</b></p> <p style="text-align: right;">00000</p> <p>Verified By _____ PIN No. _____</p>

Rev 12/2019

**Example: Provisional/Conditional Ballot Form**

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## EARLY BALLOTS DROPPED OFF ON ELECTION DAY

Any Cochise County voter may drop off their Early Ballot at any Vote Center on election day until 7:00pm. That voter DOES NOT have to stand in line! The Marshal should seek out these voters and direct them inside to personally place their ballot into the assigned drop box. Please encourage them to make sure the ballot is signed and sealed in the original affidavit envelope. If the ballot is not in an affidavit envelope, provide them an envelope to sign and place their ballot into. Only ballots that DO NOT have an affidavit envelope need to be placed in these white envelopes labeled “Early ballot dropped off.”

The voter must sign and provide a phone number.

**Early Ballot Dropped off on Election day**  
**WITHOUT AFFIDAVIT ENVELOPE**

*INSTRUCTIONS:* This form is **ONLY to be used if the voter doesn't have their ballot sealed in an AFFIDAVIT ENVELOPE**. If there is NO envelope, have the voter complete ALL info below, print and sign their name, and SEAL their ballot inside this envelope. This envelope, with the ballot inside, is **placed in the ballot drop box**.

Election Date: \_\_\_\_\_

VOTER NAME (**PRINT**): \_\_\_\_\_

VOTER DATE OF BIRTH: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ PHONE # \_\_\_\_\_

VOTER SIGNATURE: X \_\_\_\_\_

Rev: 1/11/2020

Early Ballots dropped off on election day are to be placed into the secured black ballot box. It will not be opened until it arrives back at the Elections Dept on election night. Keep the box in a convenient but secure location and assign someone to oversee this drop off box. If a voter is in line at 7pm, they may drop off their ballot. ←NEW IN 2020 no green bag for dropped off early ballots.

We may offer “curbside” early ballot drop off at some locations. The Marshal and/or a Clerk will use a ballot drop bag for the Voter to deposit their ballot into. The Marshal or Clerk will then take the ballots picked up into the Vote Center and deposit into the black drop box. **NO BALLOTS SHOULD BE LEFT UNATTENDED. NO BALLOTS SHOULD BE LEFT IN THE TEMPORARY BALLOT BAG USED TO TRANSPORT THE BALLOTS.** This process may be in effect in order to keep the number of people inside the Vote Center to a minimum.

NOTE: We cannot accept dropped off ballots from other counties! If a voter has a ballot from Maricopa, Pima, or another Arizona county inform them they must take that ballot to the appropriate county for it to be processed and counted. **They must be issued a Provisional Ballot if they insist on voting in person. No one is turned away. Ever.**

Ballot Drop Box will be delivered with your supplies. Box will be sealed and not opened during the day. Box will arrive with a security seal over the drop slot. This slot must be opened to insert ballots – the tape is very sticky and won't all come off. Just make sure the slot is opened.

At the end of the night, the closing procedure includes re-sealing the slot with tape so no other ballots can be deposited after 7pm.



**THIS BOX, ALONG WITH THE BLUE BIN FROM DS200 MUST BE PICKED UP BY THE COURIER ON ELECTION NIGHT WITH YOUR TABLETS, PRINTERS, UNVOTED BALLOTS AND BLUE BAG.**

If you were authorized to collect dropped off ballots curbside, ensure there are no ballots left in the transport bag. ALL ballots must be in the black drop box for pickup on election night. Please triple check to ensure every ballot is accounted for before closing your Vote Center.

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## SURRENDERED BALLOT STEPS

If a Voter surrenders the Early Ballot to the Inspector on Election Day, the **Voter must be allowed to Vote a Provisional Ballot**. A.R.S. § 16-579 (B).

Write "Surrender" in red on the Early Ballot and place in the Surrendered Ballot Envelope.

Proceed through the steps of issuing a normal Provisional Ballot.

You may also encourage the voter to vote the Early Ballot they have in their possession and it will be verified by the Recorder's Office and processed like a normal Early Ballot by mail. It would then be voted, signed, and deposited in the ballot drop box.

If they don't have the affidavit envelope, they can receive one from you (white envelope with form they sign). They seal the ballot inside the envelope and deposit into the ballot drop box.

If they made an error and want a new ballot, you must issue a Provisional Ballot to them.

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## SPOILED BALLOT

### IF THE VOTER SPOILS A BALLOT

Voter has to go back to a Judge to be re-issued a Ballot

The Judge and Inspector write "**SPOILED**" on the Ballot in **red ink**

Judge places Spoiled Ballot in the Spoiled Ballot Envelope. This envelope is placed into the Official Envelope at the end of the night and returned with other items in the blue bag.

A replacement Ballot is issued which **MUST** be of the same party as original Ballot issued

No more than two (2) additional Ballots may be issued to a Voter. Let the Voter know this when they spoil the first Ballot.

**Voter then goes back to ExpressVote to cast their vote and it's processed like a regular Ballot would be (fed into the DS200)**

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## FREQUENTLY USED TERMS

**ACTIVE VOTER:** Status of a voter meeting all minimum standards for a qualified voter.

**AFFIDAVIT ENVELOPE:** The envelope an early ballot is sealed in by the voter bearing upon one side a printed affidavit prescribed under state law that must be signed by the voter. Only one ballot should be placed inside. The voter must sign the envelope.

**AMERICANS WITH DISABILITIES ACT (ADA):** A law enacted in 1990 that prohibits discrimination based on disability. Polling places are required to provide physical accessibility for people with disabilities. All of our machines are ADA accessible and we only use locations that are ADA compliant for Vote Centers.

**BALLOT:** The document or device on which a voter records their votes.

**BALLOT MARKING DEVICE:** A machine used to mark a blank ballot with the choices indicated by the voter on a touch screen voting machine. Cochise County uses Express Vote machine which are ballot marking devices.

**BALLOT MEASURE:** A contest on a ballot where the voter may vote yes or no.

**BALLOT ROTATION:** Process of varying the order of candidate names within a given contest.

**BALLOT STYLE:** A term used to describe the layout of the ballot. Content varies depending on what precinct a voter lives in. In addition to federal and state contests, a voter may also vote on local offices and/or measures. Additional ballot styles may be produced for a precinct where school, fire, water or wastewater elections are contested.

**BLANK BALLOT:** A ballot that is cast by a voter who chose not to vote for any races on the complete ballot.

**CANVASS:** Compilation of election returns and validation of the outcome that forms the basis of the official results by political subdivision. The County, Jurisdictions and State all perform this function.

**CENTRAL COUNTING PLACE:** The Elections Department in Bisbee where the ballots and other materials are received from the Vote Centers and where ballots are tabulated.

**CHALLENGE:** Anyone may challenge a person's right to vote. In the event of a challenge. The person may still vote, however, once a "challenged" voter votes a ballot, that ballot is not counted until the challenged voter's eligibility is confirmed. All challenges are to be referred to the Inspector.

**CLOSED PRIMARY:** Primary election in which voters receive a ballot listing only those candidates running for office in the political party with which the voters are affiliated. In some states, non-partisan contest and ballot issues may be included. In some cases, political parties may allow unaffiliated voters to vote in the party primary.

**CONGRESSIONAL DISTRICT:** All of Cochise County is located in CD 2. It includes roughly two-thirds of Tucson and is the only one of the state's nine congressional districts that does not include any part of Maricopa County.

**CONDITIONAL PROVISIONAL BALLOT:** The ballot voted by an elector who provides improper identification or provides no identification. The elector has the opportunity to provide proof of identity to the County Recorder. Upon receipt of the proof of identity and before the ballot is counted, the County Recorder will verify the elector's eligibility to vote in the election.

**DAMAGED BALLOT:** A ballot that has been torn or crumpled or for some other physical reason cannot be fed into the optical scan tabulation equipment.

**DUPLICATE BALLOT:** Used by the duplication board to reproduce properly voted damaged ballots, ballots cast by military and overseas voters that are received by facsimile, or to correct an overvote or unreadable ballot.

**EARLY BALLOT:** A ballot that is voted before Election Day. To be eligible for tabulation, voted Early Ballots must be received by the county recorder or received at a polling place no later than 7:00 p.m. on Election Day.

**EARLY VOTING:** Beginning 26 days before an election, voter may vote by mail or at places designated by the County Recorder. Early voting does not require a reason. The Recorder's Office in Bisbee is an early voting site. Temporary sites may be available.

**ELECTION BOARD/ELECTION OFFICIAL:** Another name for Poll workers who conduct Election Day activities at polling places.

**ELECTIONEERING:** Campaigning for a candidate or proposition; trying to persuade voters. This activity is not allowed within 75 feet of the polling place entrance on Election Day.

**ELECTION PROCEDURES MANUAL:** The Election Procedures Manual is produced by the Arizona Secretary of State and is used in the conduct of elections in conjunction with Arizona Revised Statutes Title 16 and the Arizona Constitution.

**ELECTORAL COLLEGE:** A group of people who formally elect the president of the USA (their vote happens after the popular vote). The Electoral College is composed of delegates from each state (plus the District of Columbia). (The number of delegates from each state is equal to the sum of that state's Senators plus Representatives.) According to the US Constitution, the electors (chosen by popular vote) assemble in

their respective state capitals on the first Monday after the second Wednesday in December and vote for president. Electors are supposed to vote for the candidate who received a plurality of votes in the state or area they represent. To become president, a candidate must get more than half of the Electoral College votes (270 out of 538 votes).

**EMERGENCY VOTING:** A process where the Voter can vote through the Recorder's Office when they may not be able to vote in person on Election Day.

**EXIT POLLING:** Occurs when a poll taker questions a voter about how they voted as they leave the polling place. This must be outside the 75' limit. A voter is not obligated to answer or tell anyone who or how they voted.

**FEDERAL ONLY VOTER:** A voter that registered using the national voter registration form and did not provide proof of citizenship pursuant to Proposition 200 in Arizona. These voters may only vote for federal offices.

**GENERAL ELECTION:** An election held in November of even-number years to elect candidates nominated in a Primary Election to office. Nonpartisan elections are held in consolidation with the General, such as school districts, fire districts, water districts, and sanitary districts. Propositions are also included on the General Election ballot.

**HANDCOUNT:** A manual count of selected precincts and early ballots following a presidential, federal, statewide, or legislative election for the purpose of confirming the accuracy of election results. Performed by members of the recognized political parties.

**HAVA (HELP AMERICA VOTE ACT):** A federal law passed in 2002, to establish election administration standards. The law governs voting system standards, provisional voting, voter information requirements, statewide voter registration system requirements, and voter registration procedures.

**INACTIVE VOTER:** A voter is made inactive when "Official Election Materials" are returned to the County Recorder, at least twice, for reasons such as "address undeliverable" or "unable to forward". To become active, a voter simply needs to vote. Inactive voters may be cancelled if they have not voted in two consecutive federal elections.

**INCUMBENT:** A person who is currently in Office.

**INDEPENDENT or PARTY NOT DESIGNATED VOTER:** A person who is not associated with any political party. In a Primary Election, they can select ONE ballot style to vote. They DO NOT need to change their party status for the Primary.

**INSPECTOR:** The election official who is in charge of the polling place.

**ISSUED BALLOT:** A ballot that has been issued to a voter and is no longer in the ballot judge's hand.

**LEGISLATIVE DISTRICT:** Cochise County is in LD 14 and covers all of Cochise and Greenlee counties, southern Graham County and a portion of Pima County. As of 2018 there are 94 precincts in the district, 49 in Cochise, 20 in Graham, 17 in Pima, and 8 in Greenlee. There are 30 legislative districts in Arizona.

**MIDTERM ELECTION:** A general election that does not coincide with a presidential election year but occurs two years into the term of a president. In a midterm election, some members of the US Senate, all members of the House of Representatives, and many state and local positions are voted on.

**NON-PARTISAN ELECTION:** An election in which the candidates are not affiliated with a political party, such as school district, fire districts, sanitary districts, water and wastewater districts. Most city election are non-partisan. Federal, State, and County offices are partisan.

**OBSERVER:** County Political Party Chairmen may appoint people of their party to act as observers at the polling place prior to the election. An Observer must show an original letter approved by the County Election Director. Observers may also be sent by the Department of Justice or the State of Arizona.

**OFFICER IN CHARGE OF ELECTIONS:** The chief election officer in the county charged with the duties overseeing the conduct of elections other than duties assigned to the County Recorder. Lisa Marra is the Officer in Charge of Elections (Director) in Cochise County.

**OFFICIAL BALLOT REPORT:** A report completed by the polling place Inspector or Judge, which documents the number of voters, ballots voted, ballots spoiled, early ballots dropped off and unused ballots remaining.

**OPEN PRIMARY ELECTION:** Primary election in which all Voters can participate regardless of political affiliation. Arizona requires voters to declare a party ballot at the polling location. A Voter must pick a ballot from only one of the recognized parties.

**OVERVOTE:** An overvote occurs when a Voter chooses more candidates on a ballot than is permitted or when a voter selects the correct number of candidates on the official ballot and writes a candidate's name for the same office. This results in that race not being counted. It does not affect the other races on a ballot. It is not possible to overvote on an ExpressVote machine, but you can undervote any or all races.

**PARTISAN ELECTION:** An election in which the candidates are affiliated with a political party.

**PERMANENT EARLY VOTER LIST (PEVL):** A database of registered voters who have opted to receive an Early Ballot by mail for every election in which the voter is eligible.



**POLL BOOK:** A paper book in which the Poll workers enter the name, register number, party affiliation and ballot choice or ballot code of the electors who voted a regular ballot. Printed poll books are no longer used in Cochise County. We use electronic E-Poll Books called ExpressTablets. May also be called Precinct Register or Roster.

**POLLING PLACES:** Publicly accessible buildings (often schools, churches or community centers) where voters can go to cast their votes within a precinct on Election Day. These are known as Vote Centers in Cochise County and are not assigned.

**PRECINCT:** A geographical subdivision for voting purposes that is established by legislative authority. All voting precincts must be wholly within a single Congressional district, a single Legislative district, a single Supervisor district, and a single Justice of the Peace district. Cochise County has 49 Precincts as of 2019.

**PRECINCT COMMITTEEMAN:** A person elected for a two-year term by electors who live in the same precinct and who are of the same political party as the precinct committeeman candidate. Precinct Committeemen perform official duties in support of their political party.

**PRECINCT SPLITS:** Codes that represent multiple taxing districts (such as fire, water, school) that may occur within one precinct. Each of these special districts within the precinct may have a unique ballot identified by a colored stripe.

**PRIMARY ELECTION:** An election held in August in even-numbered years in which voters select party nominees for office. Members of the political parties compete to represent their party in the General Election. They will run against other party nominees in the General Election.

**PROPOSITIONS:** Ballot questions regarding whether or not to change existing laws, create new laws, or amend the Arizona Constitution.

**PROVISIONAL AND EARLY BALLOT REPORT:** A report that documents the number of provisional and conditional provisional ballots voted, the number of Touch screen provisional and conditional provisional ballots voted, the number of identifications affidavits and the number of voted early ballots dropped off at the polls.

**PROVISIONAL BALLOT / ENVELOPE:** Ballot voted under the provisional process. The ballot is placed inside a provisional envelope allowing the Recorder an opportunity to verify the elector's eligibility to vote in the election before the ballot is counted as required by law.

**QUALIFIED ELECTOR:** A person who is qualified to register to vote, is properly registered in the jurisdiction in question, and will be 18 years of age on or before the date of the election.

**RECALL ELECTION:** A procedure by which Voters can remove an elected official from office.

**RECOUNT:** Re-tabulation of the votes cast in an election required by law in some close races. This is determined by race under state law. Not all races are subject to recount.

**RECOGNIZED PARTY:** A political party that is qualified to hold a Primary election.

**REDISTRICTING:** A process in which the physical boundaries of a voting district are changed. Usually done after the Census every 10 years.

**REGISTRATION DEADLINE:** The twenty-ninth (29) day before Election Day. Electors eligible to vote in the upcoming election must be registered on or before the registration deadline.

**SAMPLE BALLOT:** A ballot layout that contains the names of candidates and the issues as they would appear on the actual ballot. One sample is sent to each household containing a registered voter at least 11 days before all Primary and General Elections.

**SCANNED BALLOT:** A paper ballot that is read electronically by the tabulator/scanner. This is the regular ballot voted at the polling place.

**SECRECY SLEEVE:** Used to maintain the secrecy of a voter's ballot.

**SECURED VOTER:** A registrant whose complete or partial information is shielded from public view, whether pursuant to state law or the AZSOS Address Confidentiality Program.

**SIGNATURE ROSTER:** A list of qualified electors within the precinct and is signed by electors before receiving a ballot. This is done on the electronic E-pollbook.

**SPOILED BALLOT:** A ballot that has been damaged or a ballot surrendered by an elector who wishes to change their vote. The spoiled ballot is returned to the polling place Inspector and a replacement ballot is provided. No more than three spoiled ballots are allowed for a Voter - one original ballot and two replacements.

**SURRENDERED BALLOT:** Usually an early vote by mail ballot given back or returned by the Voter who may wish to vote in person on election day instead of turning in the mailed ballot. This Voter must vote a Provisional Ballot under state law.

**TABULATOR:** The machine that counts votes cast from the paper ballot printed on the Express Vote machines. Cochise County uses DS200 tabulators at Vote Centers.

**TOUCHSCREEN VOTING SYSTEM:** A voting machine that utilizes a computer screen to display the ballot and allows the voter to indicate his or her selections by touching designated locations on the screen. All equipment in Cochise County uses this

technology that also assists voters with visual or motor impairments to cast their vote independently.

**TROUBLESHOOTER:** A person who is trained to assist Inspectors and other Poll workers on Election Day in case of any emergency or equipment malfunction.

**UNDervOTE:** An undervote occurs when the number of choices selected by a voter in an election is less than the maximum number allowed for that election. An undervote also occurs when no vote is cast for a single-choice election. Unlike an overvote, a ballot will not be canceled or disqualified as the result of an undervote.

**UNREADABLE BALLOT:** An unreadable ballot is a ballot that has been marked by the voter, but which has been marked with a device that the optical scan equipment cannot read, such as red or green ink, or in any other manner that clearly indicates the intent of the voter, but which cannot be read by the optical scan equipment. This includes ballots where a mark has been placed in the timing marks or any other part of the ballot that renders the ballot unreadable.

**UNUSED BALLOT:** An early ballot not mailed to the voters and polling place ballots that are not handed to any voters at the polling place.

**VOTE BY MAIL:** Voter who requests to receive a ballot by mail. You can request a one-time vote by mail ballot for a specific election or you can sign up for the Permanent Early Voter List (PEVL) and receive a ballot in the mail automatically for all elections you are eligible to vote in.

**VOTE CENTER:** A vote center is a polling place where any eligible voter in the county may go to vote. The vote center model gives voters more flexibility on Election Day because they are not constrained to a specific polling location. Vote centers are connected through secure internet connections, and as ballots are cast, an electronic poll book is instantaneously updated. Utilized in Cochise County since 2015.

**VOTER REGISTRATION CARD:** Card produced by the County Recorder and provided to each person who is registered to vote in that county. May be used as one type of identification.

**WRITE-IN:** The ballot contains a space for the voter to write in the candidate's name not listed on the ballot. A candidate must be an official write-in or the vote will not be counted.

**ZERO REPORT:** A report printed on the tabulator prior to polls opening on Election Day to show there are no ballots yet cast on the machine.

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## APPENDIX A – CRADLEPOINT & AIR CARD

Remove Cradle Point & Air Card from case, along with its power supply<sup>1</sup>



Plug power cord into CradlePoint on the left side



**NEW 2020 →** The #1 tablet is issued a BATTERY BACKUP for the router/air card. Plug the battery backup into the electric outlet and plug the power cord for the router into the section labeled battery backup. In the event of a power outage, your router will still work with the tablet. The printer will not.

Be sure you use the side that says: “Battery supported and surge protected outlets.” The other side may act as a power strip as needed.



---

<sup>1</sup> CradlePoint and Air Card can be found in case number 1 of the Vote Center. Vote Center 8, 9 have two CradlePoints. You **MUST** use the correct router/tablet/printer as they are “married”.

---

Example of router plugged into batter backup.  
You may use the other outlets as needed for  
tablet and/or printer

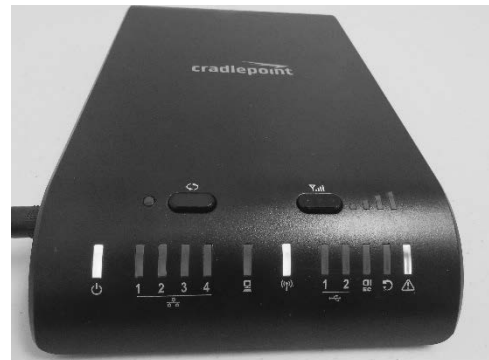


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Turn power on by pushing up on the power  
button



Wait for the red light on the far right to light up



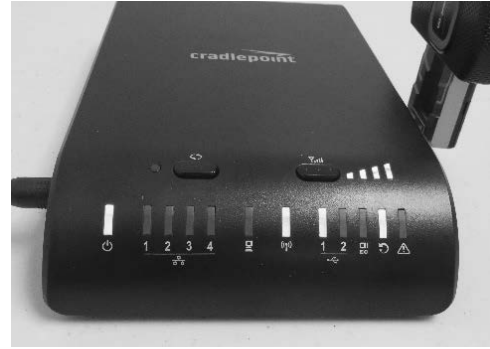
---

Once the light turns red, you can plug the Air  
Card into the first USB port labeled 1 on the  
right side of the CradlePoint



---

Wait for BLUE lights to lights up<sup>2</sup>



**CradlePoint is now Ready**

---

<sup>2</sup> It can take a minute or two for them light up, the more bars you have the better connectivity you will have.

---

## APPENDIX B – EXPRESSPASS PRINTER

Plug in the power cord on the back of the printer (left side)



Plug in the small USB connector on the back of the printer (right side)



Turn the power on by pushing power button down and holding it for 5-8 seconds. You will hear a beep and the power button will turn blue<sup>3</sup>



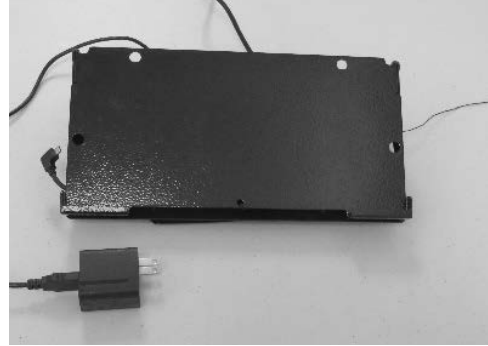
---

<sup>3</sup> Printer must be turned on first, prior to the tablet being turned on

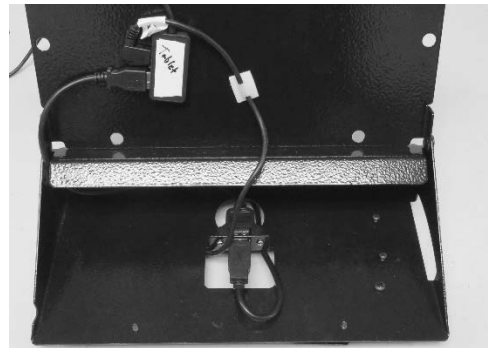
---

## APPENDIX C – TABLET STAND

Connect power cord from stand to surge protector



Lift the top of the stand, run printer cord from the bottom opening and plug large USB connector to USB adapter



Close the top of the stand and place tablet on it, rotate tablet counter clockwise



Connect power dongle adapter to the bottom port on tablet





Rotate tablet clockwise



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## APPENDIX D – TABLET LOG IN

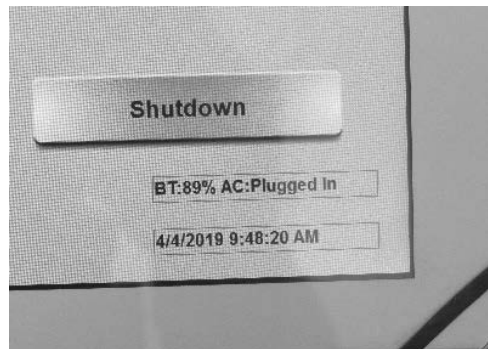
Power the tablet by pressing the power button on the top left of the tablet. Hold the button down for about 5-8 seconds and release



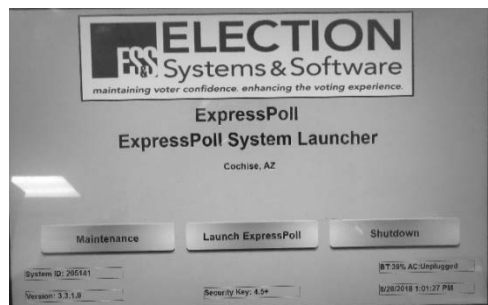
Tablet will power up to the following screen when on



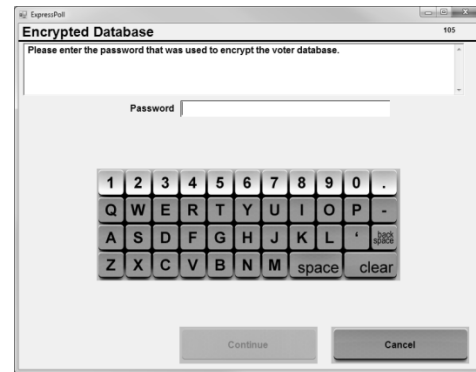
Confirm that the AC: Plugged In on the bottom right of the screen



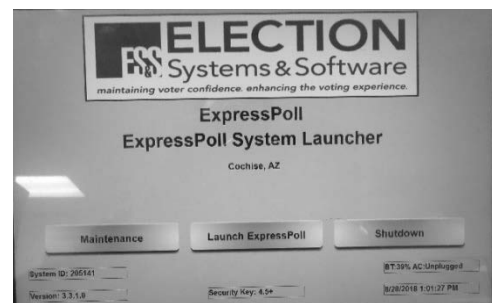
Once the power is on, prior to launching ExpressPoll. Confirm that the “**System ID**” on the bottom left is correct and matches the tablet



2020 update – there is a new Tablet screen that requires you to enter a password.....  
The Inspector will have that password.

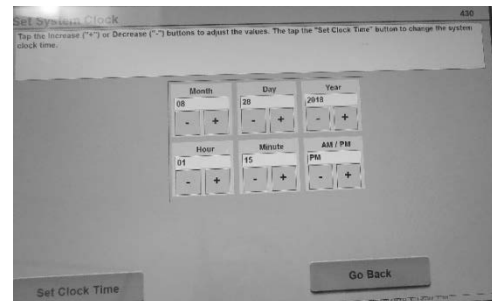


Select “Launch ExpressPoll” to continue

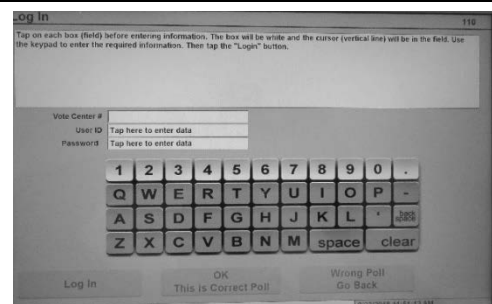


If date/time is correct select “Go Back” to continue<sup>4</sup>

If changes are needed select “+ or – “ to correct, then select “Set Clock Time” to continue



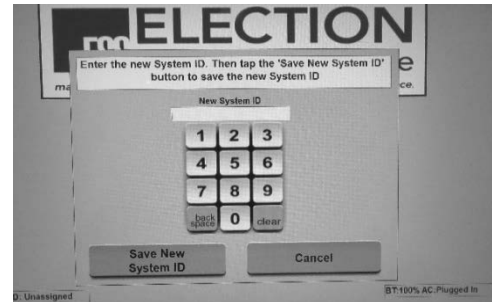
Enter code provided in Vote Center #<sup>5</sup>  
Enter your “initials” in User ID  
Enter “code provided” in Password  
Select “Log In” to continue



<sup>4</sup> DO NOT make changes to time if it is within 7 minutes

<sup>5</sup> Your Vote Center number is located in the Inspector’s Notebook.

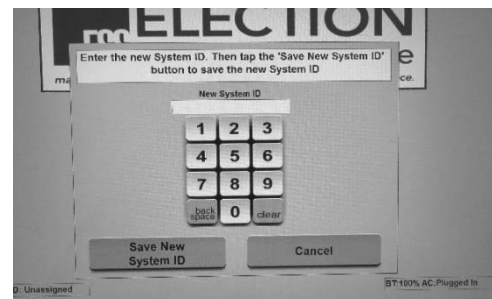
If you encounter the following message after powering up tablet that states:  
**“Enter the New System ID”**



Look in the back of the tablet and enter the six middle numbers listed below the bar code (if only five numbers are present put a “0” first).



Once you enter the new system ID select **“Save New System ID”** to continue<sup>6</sup>



**After saving new system ID**  
**Confirm that the “System ID” on the bottom left is correct.**  
**Then proceed with Log In Instructions**

---

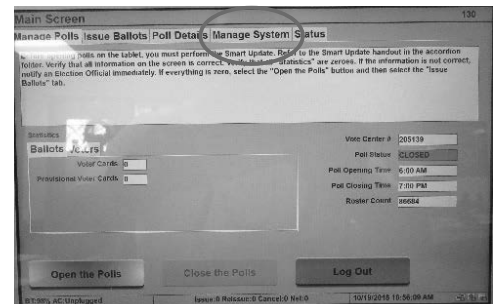
<sup>6</sup> Launch ExpressPoll Following the Steps

---

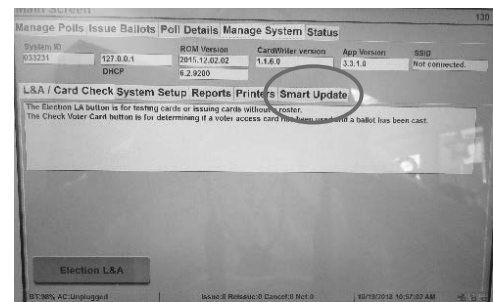
## APPENDIX E – TABLET SMART UPDATE

**MUST BE DONE PRIOR TO 6:00AM!!**

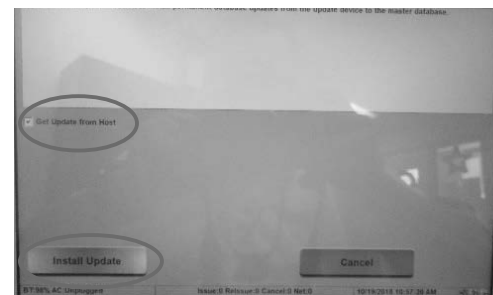
Select **“Manage System”**



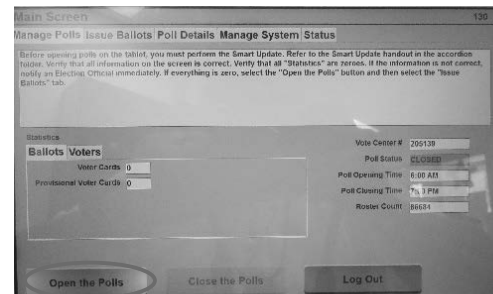
Select **“Smart Update”** to continue



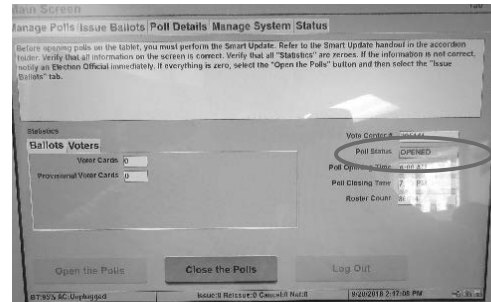
Ensure that the **“Get Update from Host”** is checked  
Select **“Install Update”** to continue



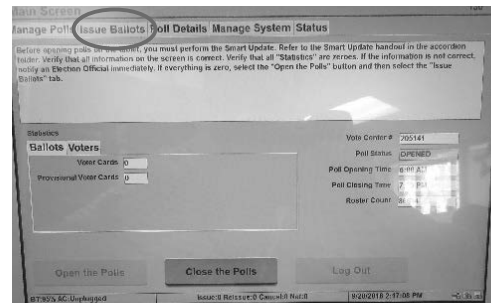
When the Smart Update is complete select  
**“Open the Polls”** to continue



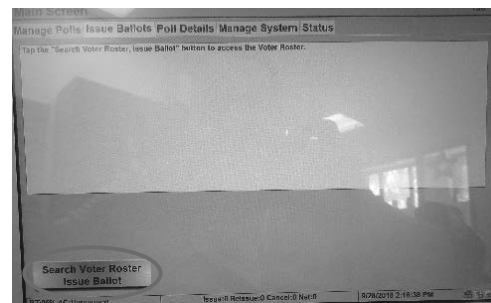
Poll Status will change to “**OPEN**” and will be lit green



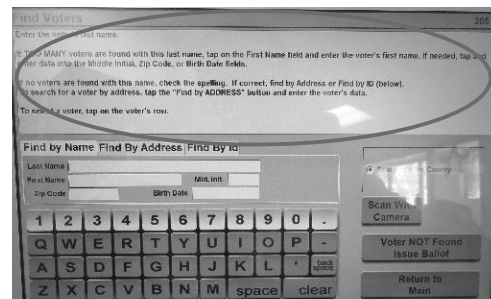
Select “**Issue Ballot**” to continue



Select “**Search Voter Roster Issue Ballot**” to continue



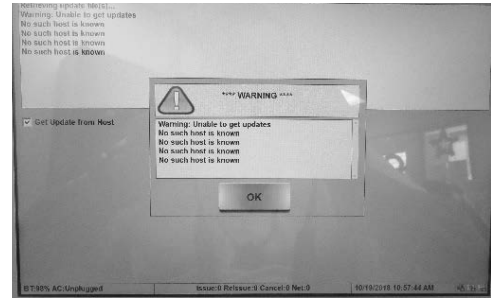
You are now ready to Find Voters, Follow the instructions in the white box to search for Voters



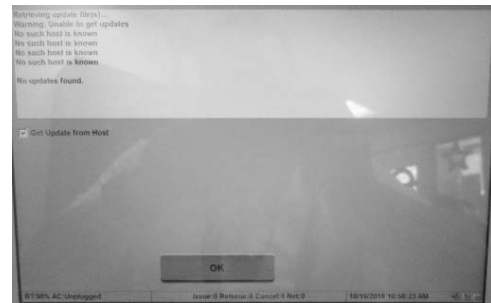
## \*\*\* WARNING MESSAGE \*\*\*

If you receive a “**WARNING**” message that No Such Host is Known while attempting to conduct smart update

Select “**OK**” to continue



Select “**OK**” again to continue



**You will have to shut down the tablet**  
(Using Shut Down Procedure, in APPENDIX F)

**Prior to restarting tablet, confirm that the blue lights are on the CradlePoint.**

**Power up tablet and follow the Log In and Smart Update procedures. Call the Elections Dept with any questions – YOU got this! 1-888-316-8065 or 520-432-8970.**

---

## APPENDIX F – ISSUING A REGULAR BALLOT

Follow the directions in the white box

Find Voters 265

Enter the voter's last name.

If TOO MANY voters are found with this last name, tap on the First Name field and enter the voter's first name. If needed, tap and enter data into the Middle Initial, Zip Code, or Birth Date fields.

If no voters are found with this name, check the spelling. If correct, find by Address or Find by ID (below).

To search for a voter by address, tap the "Find by ADDRESS" button and enter the voter's data.

To select a voter, tap on the voter's row.

Find by Name Find By Address Find By Id

Last Name First Name Middle Initial Zip Code Birth Date

1 2 3 4 5 6 7 8 9 0 .

Q W E R T Y U I O P -

A S D F G H J K L ' ' back

Z X C V B N M space clear

Scan Voter Camera

Voter NOT Found Issue Ballot

Return to Main

BT114V AC Unplugged Issue 3 Release 03 Canon 10 Net 0 10/20/18 2:15:28 PM

Begin by typing the **Last Name** and **First Name**<sup>7</sup>

Names will populate on the white screen, using the stylus select “**person name**”

Verify the Name, Address, Date of Birth and Party Affiliation<sup>8</sup>

If it all matches, select “**Issue Standard Ballot**”

---

<sup>7</sup> Select Find By Id if they have their Voter ID card

<sup>8</sup> Follow the instructions on the green box



Follow the instructions in the white box  
Then select “**Get Signature**”

---

Have the Voter confirm the Voter Profile  
information, sign the bottom box. Judge or Voter  
can select “**Accept**” to continue

---

Judge will select “**Accept Signature**” to  
continue

---

Judge will select “**Create ExpressVote  
Activation Card**” to continue

---

Place a blank Ballot in the printer with notch  
facing the top right as shown

Remove the Ballot from the printer and confirm that the bar code is not defective<sup>9</sup>. The ballot will be stamped PROVISIONAL by the printer.

---

Issue the Ballot to the Voter. Direct them to an empty ExpressVote or wait for an ExpressVote to be available

---

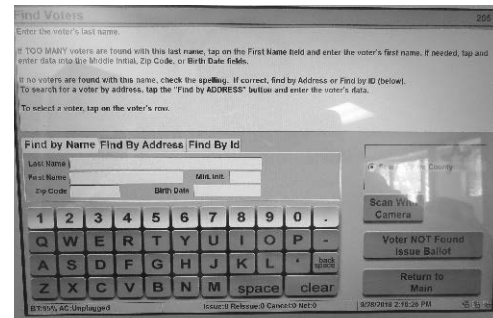
<sup>9</sup> If Ballot bar code is defective, spoil the Ballot and reissue a new one

---

## APPENDIX G – ISSUING AN IND/PND/OTHER BALLOT

### \*\*\*PRIMARY ELECTIONS ONLY\*\*\*

Follow the directions in the white box



Begin by typing the **Last Name** and **First Name**<sup>10</sup>

Names will populate on the white screen, using the stylus select “**person name**”

Verify the Name, Address, Date of Birth and Party Affiliation which will be “**OTHER**”<sup>11</sup>

If it all matches, select “**Issue Standard Ballot**”

---

<sup>10</sup> Select Find By Id if they have their Voter ID card

<sup>11</sup> Follow the instructions on the green box

Follow the instructions in the white box  
Then select **“Get Signature”**

---

Have the Voter confirm the Voter Profile  
information, sign the bottom box. Judge or Voter  
can select **“Accept”** to continue

---

Judge will select **“Accept Signature”** to  
continue

---

Since the Voter was registered as  
**IND/PND/OTHER, they must choose a Party.**  
Select Voters Party to continue <sup>12</sup>

**The only Party option to select in  
2020 is REP or DEM.  
Libertarian is a closed Primary.  
The Green Party is no longer  
recognized in Arizona. Those  
voters may select either REP or  
DEM**

---

**If a Voter was issued an early ballot, they  
must be issued a Provisional ballot with the  
same ballot style that was mailed to them.  
They cannot select a different party.**

If the party ballot issued to Voter is  
not shown in tablet, you must contact  
the Recorder’s Office at 888-457-  
4513 or 520-432-8358.

---

<sup>12</sup> Party selected will turn blue and Create ExpressVote Activation Card will be highlighted

Confirm that the correct Party was selected

Judge will select “**Create ExpressVote  
Activation Card**” to continue

---

Place a blank Ballot in the printer with notch  
facing the top right as shown

---

Remove the Ballot from the printer and confirm  
that the bar code is not defective<sup>13</sup>

---

Issue the Ballot to the Voter in a secrecy folder (if applicable).  
Direct them to an empty ExpressVote or wait for an  
ExpressVote to be available

---

<sup>13</sup> If Ballot bar code is defective, spoil the Ballot and reissue a new one

---

## APPENDIX H – ISSUING A PROVISIONAL/CONDITIONAL BALLOT

**Provisional Ballots** are used if a Voter has a discrepancy in the way their name or address appears in the ExpressPoll Tablet versus their form of Identification presented at the Vote Center on Election Day.

They may show up as already voted OR having received an Early Ballot. In those cases, they will vote a Provisional Ballot that will be verified by the Cochise County Recorder's Office. There are many different reasons that a Voter may need to Vote a Provisional Ballot, follow the steps outlined below when required to issue a Provisional Ballot.

**A Conditional Provisional Ballot is issued when a Voter does not show any or proper proof of identification.** The same steps are taken as with a Provisional Ballot.

---

Follow the directions in the white box

Find Voters

Enter the voter's last name.

If TOO MANY voters are found with this last name, tap on the First Name field and enter the voter's first name. If needed, tap and enter data into the Middle Initial, Zip Code, or Birth Date fields.

If no voters are found with this name, check the spelling. If correct, find by Address or Find by ID (below).  
To search for a voter by address, tap the "Find by ADDRESS" button and enter the voter's data.  
To select a voter, tap on the voter's row.

Find by Name Find By Address Find By Id

Last Name First Name Middle Initial Zip Code Birth Date

1 2 3 4 5 6 7 8 9 0 .

Q W E R T Y U I O P -

A S D F G H J K L ' back

Z X C V B N M space clear

Scan With Camera

Voter NOT Found Issue Ballot

Return to Menu

BT VV, AC Unplugged Issue 3 Release 0 Change 0 M1.0 10/20/2016 2:12:28 PM 10/11/16

Begin by typing the **Last Name** and **First Name**<sup>14</sup>

---

<sup>14</sup> Select Find By Id if they have their Voter ID card

Names will populate on the white screen, using the stylus select “**person name**”

---

If the Voter was issued an Early Ballot, follow instructions on the red box<sup>15</sup>

---

If the Voters form of identification does not match the ExpressPoll Tablet<sup>16</sup>

---

Confirm that the information on the ExpressPoll Tablet, is that of the Voter

---

<sup>15</sup> Continue with steps prior to issuing Provisional Ballot

<sup>16</sup> Continue with steps prior to issuing Provisional Ballot

Select the “**Identification**” tab

---

Record the Voter ID number on a Provisional Ballot Form<sup>17</sup>

---

Give the Voter the Provisional Ballot Form to fill out, have a Clerk assist Voter

---

When the Voter and Clerk return with filled out Provisional Ballot Form

Select “**Early Issue Provisional Ballot**”

Or

Select “**Issue Provisional Ballot**”

---

<sup>17</sup> Once the Voter ID number is recorded, select Voter Details to return to Issue Ballot Screen



Follow the instructions in the white box  
Then select **“Get Signature”**

---

Have the Voter confirm the Voter Profile  
information, sign the bottom box. Judge or Voter  
can select **“Accept”** to continue

---

Select **“Accept Signature”** to continue

You will need the Provisional ID number that  
can be found on the top right corner of the  
Provisional Form

---

Follow the directions in the yellow box

Enter Provisional ID – Red pre-printed number  
on the Provisional Envelope

Select **“Issue Provisional Ballot”** to continue

---

Tap on **“Click dropdown to select reason”** and  
select reason for issuing a Provisional Ballot

Select “**Create ExpressVote Activation Card**”  
to continue

---

Place a blank Ballot in the printer with notch  
facing the top right as shown

---

Remove the Ballot from the printer and confirm  
that the Ballot has says “**Provisional**” and that  
the bar code is not defective<sup>18</sup>

---

### Issue the Provisional Ballot in a **RED** Folder.

A RED folder should indicate to all Poll workers this is a Provisional Voter who  
must return to the Provisional table after they vote their ballot.

Direct them to an empty ExpressVote or wait for an ExpressVote to be available.

Instruct the Voter to return with their cast Provisional Ballot to Provisional Table.  
They will then seal the ballot inside the envelope and get the flap for a receipt with  
instructions on how to verify their ballot was processed or to find out additional  
steps they (the voter) must take to cure the ballot.

**Do not allow any Provisional Ballots to be placed inside the DS200**

---

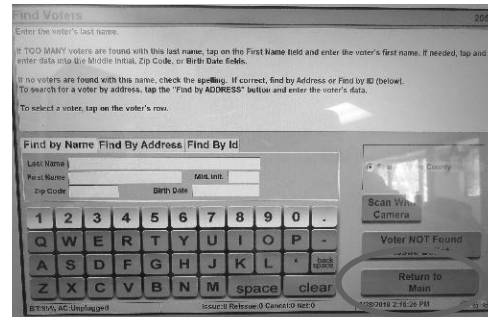
<sup>18</sup> If Ballot bar code is defective, spoil the Ballot and reissue a new one

The voter may place their ballot (sealed in the Provisional Ballot envelope) into the secured black ballot drop box. This is the same box that dropped off Early Ballots are kept. ALL ballots will be reviewed, verified, and processed by the Recorder's Office.

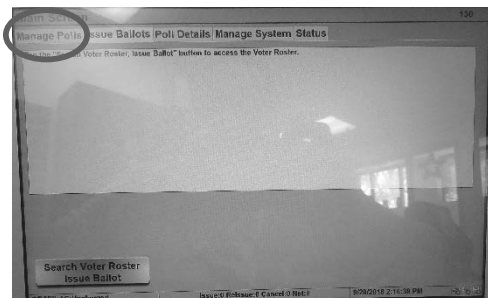
*It is the voter's responsibility to contact the Recorder's Office or verify their ballot status at the [my.arizona.vote](https://my.arizona.vote) website. Make sure the voter receives the tear off receipt from their envelope.*

## APPENDIX I – TABLET SHUT DOWN

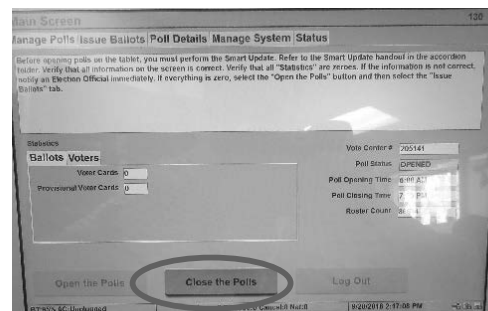
From the Find Voter screen select “**Return to Main**”



Select “**Manage Polls**” to continue

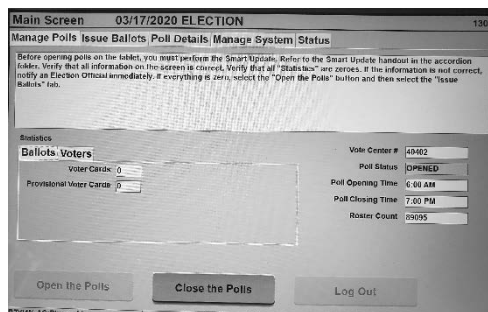


Select “**Close the Polls**” to continue



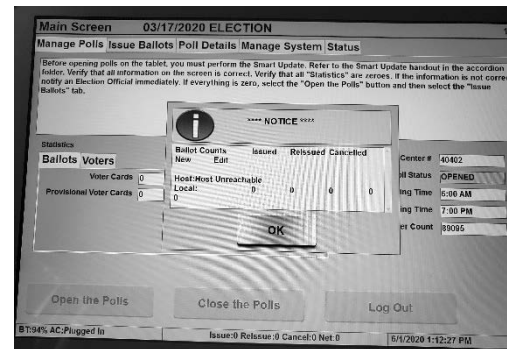
Before proceeding to shut down, you need to **get the total number of ballots issued for your ballot judge report from this screen.**

**YOU WILL HAVE NO OTHER WAY TO KNOW HOW MANY PROVISIONAL BALLOTS YOU ISSUED AND YOU MUST HAVE THAT IN ORDER TO BALANCE OUT THE NUMBER OF BALLOTS ISSUED.**

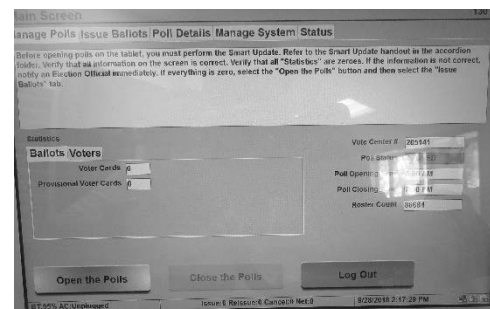


The ballot judge report form is in a folder in the accordion file. Each judge will complete this information and provide to Inspector for the Ballot Report.

Select “OK” to continue – this is your LAST CHANCE to note the number of Voter Cards Issued and the number of Provisional Votes cast. You can also retrieve re-issued ballots here. If you do not get these numbers, your Official Ballot Report will not balance.

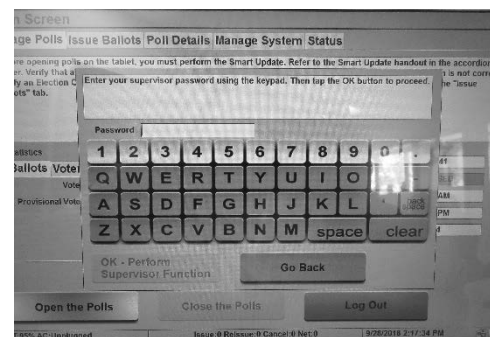


Select “Log Out” to continue

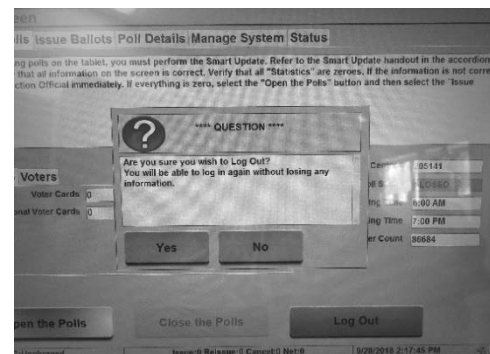


Enter Password given to continue

Select “OK – Perform Supervisor Function”



Select “Yes” to continue

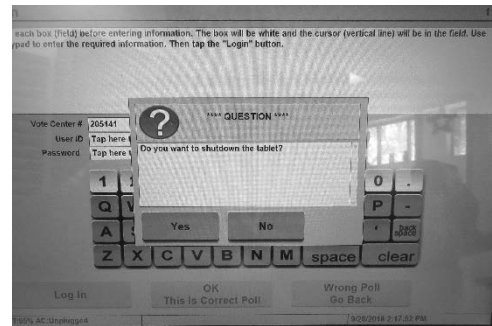


Select “**Yes**” to continue

**Tablet will Power down and shut off**

**DO NOT** hold the power button down until tablet turns off! We no longer perform a “hard shut down”

---



---

## APPENDIX J – DS200 OPENING POLLS

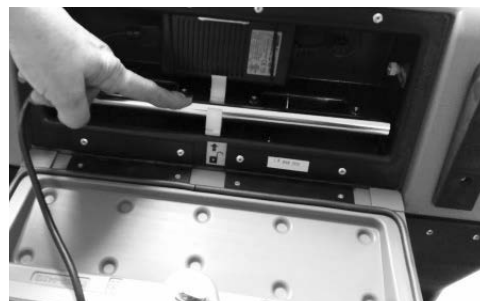
Unlock and open the back compartment door with silver key



Ensure that power cord is plugged into power adapter and that there is single surge protector plugged into the other end of power cord



Confirm that the silver bar is in the down position and locked with white plastic lever



Plug single surge protector directly to the wall, two lights should light up <sup>19</sup>

**DO NOT use an extension cord to power DS200!**

At the end of the night, please be sure to remove these surge protectors and place back into DS200 case so they are not left at the Vote Center.



---

<sup>19</sup> A red and green light indicating protected and grounded

Unlock top compartment door with silver key



Pull down on the locking tabs and raise the top compartment door



Ensure that there is an Official Election Seal on the battery compartment access door key hole and that it has not been tampered with<sup>20</sup>



Unlock the screen with barrel key and remove it. Lift the screen up. DS200 will automatically power up



---

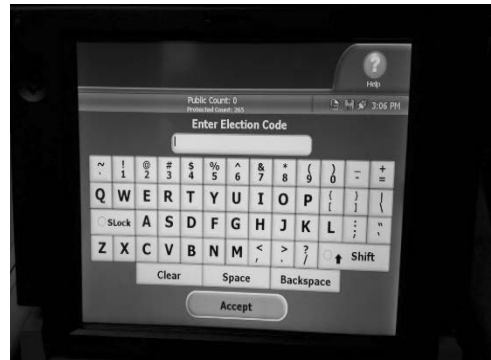
<sup>20</sup> **Contact Elections Department if Official Elections Seal is missing or has been tampered with. If you are not sure, call to verify!**



Ensure that there is an Official Election Seal on the flash drive compartment access door key hole and that it has not been tampered with<sup>21</sup>



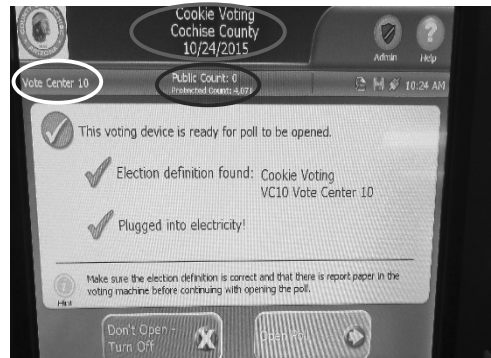
Wait for “Enter Election Code” screen to appear<sup>22</sup>



Enter Election Code (Code provided to Inspector)

A configuration report (Firmware) will print automatically.

“This voting Device is ready for poll to be opened” screen.



Confirm the following is Correct<sup>23</sup>

- Election is correct (Red)
- Vote Center is correct (White)
- Public count is “0” (Blue)
- Plugged into electricity

Select “**Open Polls**” to continue

<sup>21</sup> Contact Elections Department if Official Elections Seal is missing or has been tampered with.

<sup>22</sup> If you hear a beeping sound every couple of minutes while waiting for screen. It is due to the DS200 running on battery power. Make sure all connections are secure and that it is connected to wall outlet.

<sup>23</sup> In the event information is not accurate, contact Elections Department.

A Ballot Status Accounting Report and Zero Report will automatically print<sup>24</sup>



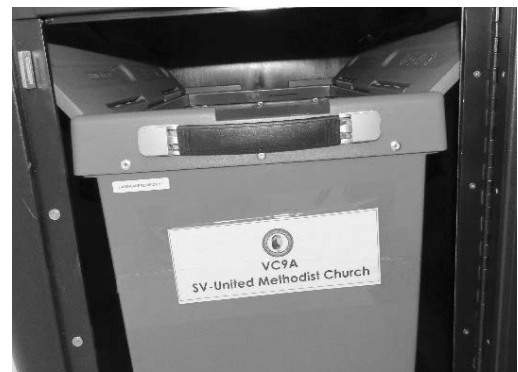
Remove the bottom plastic seal<sup>25</sup>. Unlock and open bottom ballot access compartment door



Vote Centers with ballot box must remove ballot box and ensure no Ballots are present inside ballot box or DS200



Place ballot box back inside and open flaps on ballot box to the sides<sup>26</sup>



<sup>24</sup> Printing can take anywhere from 3 – 5 minutes or more, be patient move to the next step until printing is complete

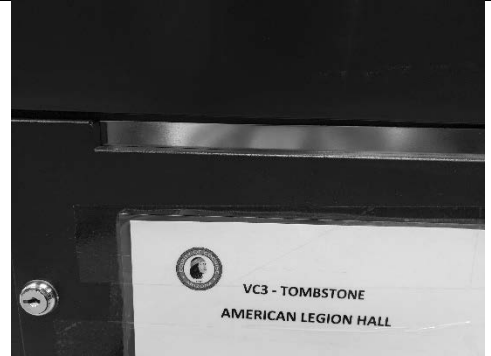
<sup>25</sup> Plastic seal color dependent upon time of inventory. Seals to be attached to form provided. No seals are thrown away. Seals can be opened without scissors, they peel away from the side when opened.

<sup>26</sup> Ballot box flaps must be opened once box is inside DS200. This is important to prevent ballots from jamming the DS200

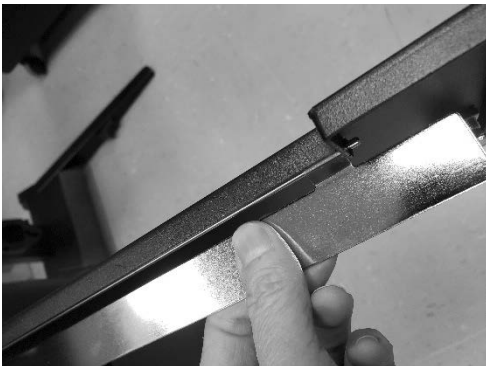
Close and lock the ballot compartment access door and place a plastic seal<sup>27</sup>



The Auxiliary bin will not be unsealed unless ballots cannot be tabulated. This may happen if there is a jam and you need to clear the machine. In the event that happens, unseal the plastic tab, unlock the door, & slide the silver flap down on the inside of the box.



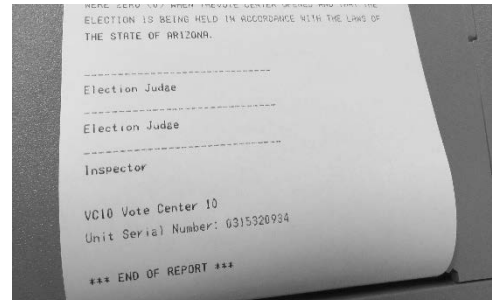
Lock the door and voters can deposit their ballot into the secure Auxiliary bin. You will tabulate those ballots when the machine is working again OR at the end of the night prior to shutting down the DS200. Don't forget they are in there!



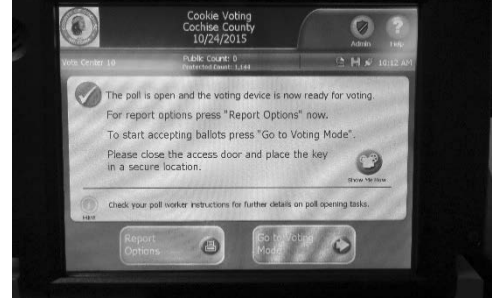
<sup>27</sup> Plastic seal is in Inspectors notebook, color of plastic seal is dependent upon time of inventory.

Confirm that the Ballot Status Accounting Report & Zero Report are set at “0”

Inspector and Judges sign the report verifying that all are “0’s”

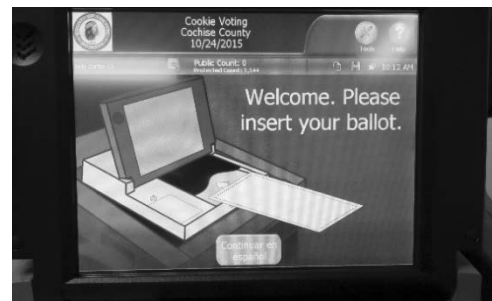


After zero report is signed “The poll is open and the voting device is now ready for voting” screen is shown.  
Press “Go to Voting Mode”



“Welcome. Please insert your Ballot.” screen is shown.

**DS200 is now ready to receive Ballots for Tabulation**



---

## APPENDIX K – DS200 CLOSING POLLS

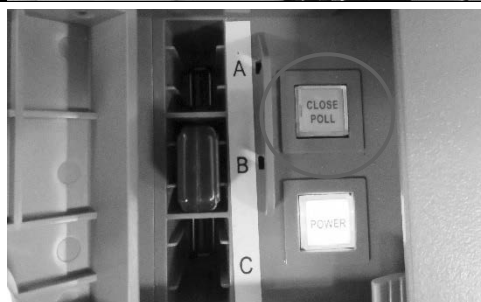
Remove the Official Election Seal from the flash drive compartment access door key hole



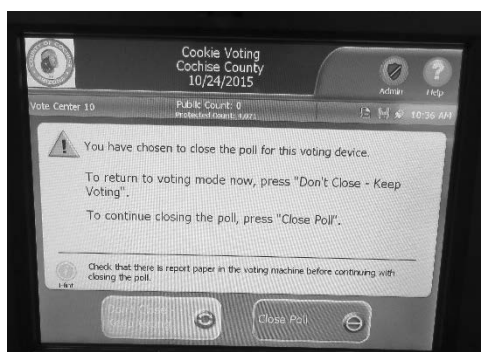
Unlock and open flash drive compartment access door using the barrel key, leave barrel key in place for now<sup>28</sup>



In the flash drive compartment, press “Close Polls” button one (1) time



“You have chosen to close the poll for this voting device” (screen) is shown. Press “Close Poll” to continue

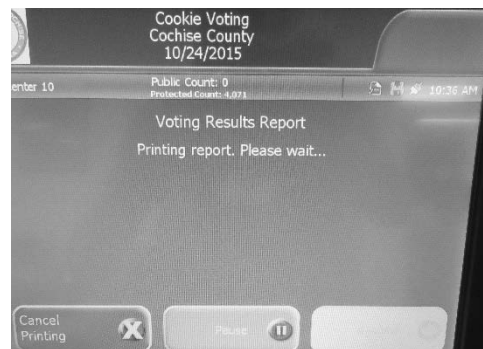


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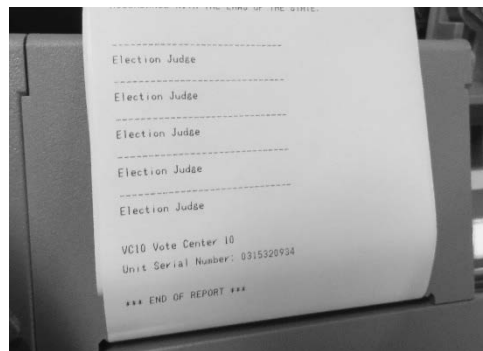
<sup>28</sup> Barrel key cannot be removed until lock mechanism is in lock position. Do not attempt to remove barrel key as it will cause damage to lock mechanism.



Three (3) copies of Voted Ballot Status Accounting and Voting Results Report will be printed automatically

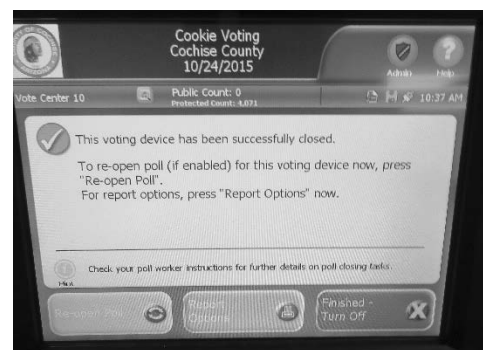


Inspector and Judges sign all three copies<sup>29</sup>

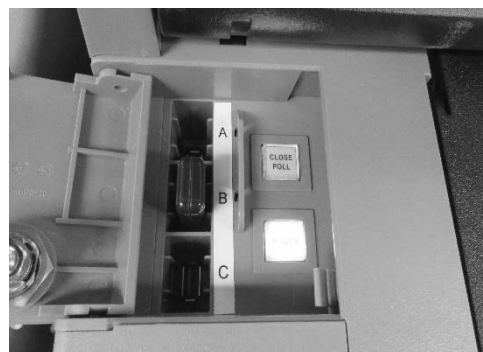


“The voting device has been successfully closed” (screen) is shown.

Press “**Finished – Turn Off**”



The power light will turn red. Wait until it turns off and the screen is completely off. **DO NOT remove the flash drive until the DS200 has completely powered off and red light goes out. Removing flash drive prior may damage the unit.**



<sup>29</sup> Refer to the Inspector and Judges Closing Instructions for where to place copies of the printed reports

Remove flash drive and place it in the small blue canvas case provided.<sup>30</sup>

**This is a crucial piece of equipment that must be picked up by the Couriers on election night.**



Close flash drive access door and lock it, you can now remove the barrel key<sup>31</sup>



---

<sup>30</sup> Refer to the Inspector and Judges Closing Instructions for where to place blue canvas case

<sup>31</sup> Barrel key can only be removed when lock mechanism is in lock position. Do not attempt to remove barrel key while in lock position as it will cause damage to lock mechanism.

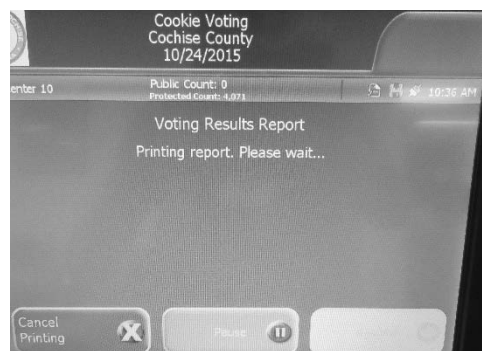
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## APPENDIX L – DS200 CHANGING PRINTER PAPER

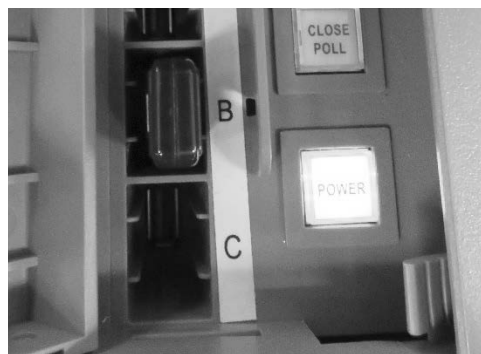
If you encounter a pink streak across the middle of the printing paper while printing reports. You will have to change the printer paper roll



On the screen select the “**Pause**” button



Wait for printing to stop and push down on the blue plastic tab next to the power button<sup>32</sup>



Printing access door will pop open a little bit, lift access door to fully open and remove old paper roll. Cut the tape off where the printed report ended when paused and set the printed report to the side

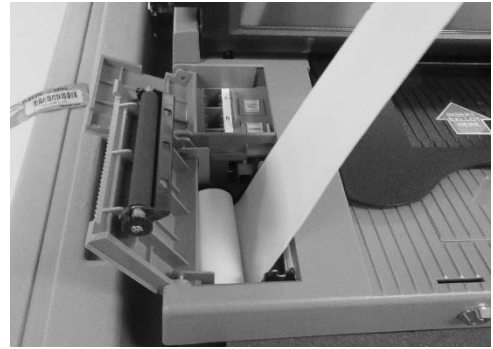


---

<sup>32</sup> Careful not to push the power button



Place the new printer roll so that the paper can easily roll towards the right freely.



Pull out a 2 – 3 inches of paper, close the printer access door till you hear/feel a click, cut the excess paper you pulled out



Select “**Resume**” to continue printing



**Remember to attach the printing reports together where they left off. This can be done with clear tape or paperclips.**

---

## APPENDIX M – DS200 BALLOT REMOVAL

Remove plastic seal from ballot access compartment door, unlock & open ballot access door

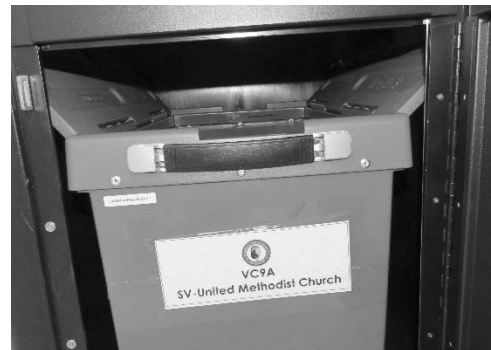


---

Close the flaps on the blue ballot box and remove it.

**Confirm that no Ballots are left inside DS200.** Place a signed Voted Results Report tape inside blue ballot box.

Straighten the ballots when appropriate to lie flat but you do not have to place them in a plastic bag or seal them. Lock in container with seal and Courier will pick up the entire box.



You **MUST** confirm you didn't place any ballots into the auxillary bin during the day. NO ballots are to be left in the machine. They must all come back to Elections Dept.

---

Lock both sides of blue ballot box with silver key



Place a plastic security seal side with handle<sup>33</sup>



---

<sup>33</sup> Plastic seal is in Inspectors Notebook

---

## APPENDIX N – DS200 EQUIPMENT BREAKDOWN

Close and lock the ballot access door



Pull the screen down and lock it in place with barrel key



Pull down top compartment access door, holding tabs with thumbs. Then lock tabs in place<sup>34</sup>



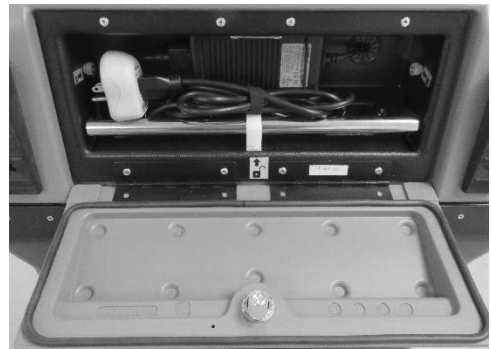
---

<sup>34</sup> Careful not to slam the top compartment door. Tabs are plastic and may break off!

Lock the top access door



Unplug power from wall, place power cable and single surge protector back inside back access compartment and close the door. Remember the special white surge protector!



Lock the back access compartment door and set DS200 to the side



---

## APPENDIX O – EXPRESSVOTE SET UP

Place ExpressVotes next to each other no more than 12 inches apart



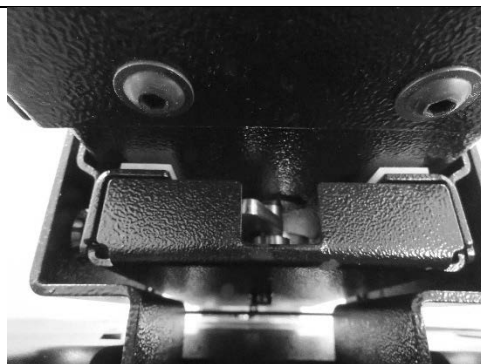
Facing front of Kiosk, reach back and depress & hold yellow push handle with one hand



Grab top kiosk handle with other hand, place one foot on kiosk leg



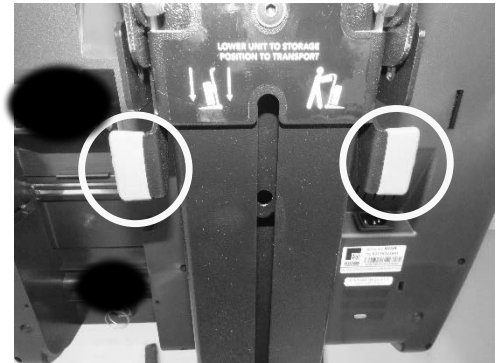
Lift kiosk up until it locks in place, confirm that it is locked by looking from the top. Metal latch should be visible over metal hook



Still facing the front of the kiosk. Grab the bottom of kiosk, under front access panel lock with one hand



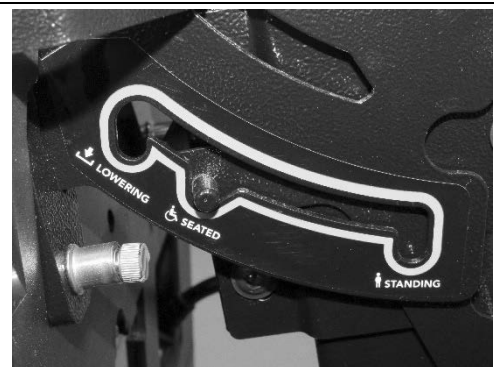
Reach around the back and pull one of the green levers with other hand towards you



Pull up on kiosk till it locks in the standing position. Visually confirm that the notch is on the standing position

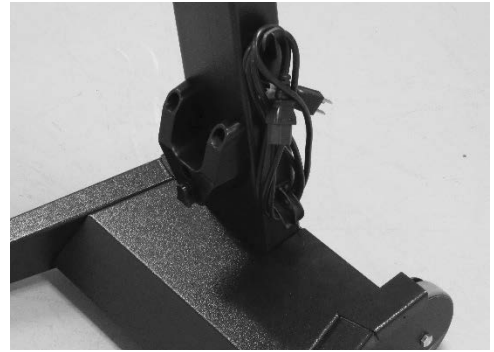


For American Disability Act (ADA) compliance. One (1) ExpressVote must remain in the seated position in the middle notch. A chair should be placed in front of this machine.





Unravel cord from the back bottom of the kiosk stand



Plug the female portion of the electrical cord to the back right side of the kiosk



Plug one (1) ExpressVote directly to wall outlet or to surge protector plugged into wall outlet



You daisy chain no more than eight (8) ExpressVotes together

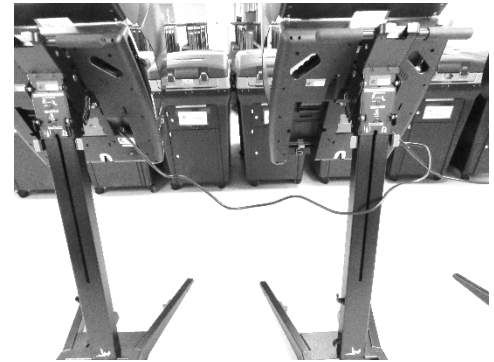




Take the male portion of the electrical cord of the ExpressVote next to it and plug into the first ExpressVote Kiosk on the right bottom side of kiosk



Now take the female portion of the electrical cord and plug it to the back right side of the kiosk, creating a daisy chain



If more than eight (8) ExpressVotes machines are present. Ensure that there is another ExpressVote plugged in directly to wall outlet or surge protector plugged into wall<sup>35</sup>



Unlock front access panel of kiosk with barrel key and leave barrel key in place<sup>36</sup>



<sup>35</sup> Never have more than eight (8) ExpressVotes daisy chained at any time

<sup>36</sup> Barrel key cannot be removed until lock mechanism is in lock position. Do not attempt to remove barrel key as it will cause damage to lock mechanism.

Grabbing on both sides of the kiosk cover, lift out & up till cover holds in place on its own revealing the screen

---



Close & lock front access panel and remove barrel key<sup>37</sup>

---



Pull out both left and right privacy shields by pulling shields away from plastic washer holding them

---



**Both privacy shields should be pulled out to offer privacy to Voter**

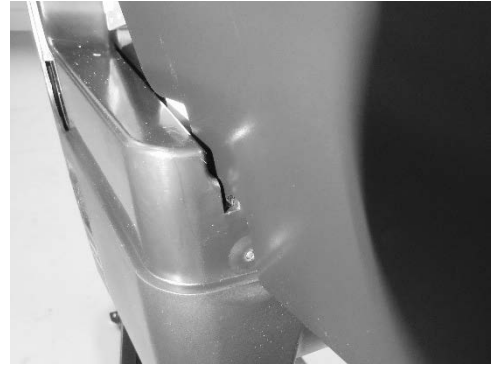
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<sup>37</sup> Barrel key can only be removed when lock mechanism is in lock position. Do not attempt to remove barrel key while in lock position as it will cause damage to lock mechanism.

Slightly bend the left shield on to itself just a bit and place in the notch on the front left side of the kiosk



Slightly bend the right shield on to itself just a bit and place in the notch on the front right side of the kiosk



Place a chair in front of the ADA Compliance ExpressVote for Voter to sit.

**ANYONE can use this machine. Not just disabled Voters!**

This machine must be in use in order to keep lines down!



Straighten and neatly place ExpressVotes side by side no more than about 12 inches apart



Or back to back as shown to conserve space no more than 12 inches apart



---

**\*\*DO NOT\*\***  
**Allow Voters to go in-between the machines. Machines should be no more than 1 foot apart at the most.**

Remove keypad from the left side and place it in the front above or below the screen for easy access to Voter



Plug headphones and place them in the front above or below the screen for easy access to Voter



There may be a write in candidate list inside the flap of the Express Vote machine. If there are last minute changes or updates the Inspector will inform you to replace/update the list. If there are official write in candidates or candidates that have officially withdrawn, that list will also be placed on the totem pole by the information table for voters.

---

## APPENDIX P – EXPRESSVOTE POWERING UP

Prior to unlocking the left side access panel, confirm that a plastic seal or Official Election Seal is present and has not been tampered<sup>38</sup>

Once verified, remove Official Election Seal and place it on the seal log.



Unlock the left side access panel with the barrel key and leave barrel key in place for now<sup>39</sup>



Ensure that there is an Official Election Seal securing the Flash Drive to the metal side panel. Confirm that it has not been removed or tampered with



---

<sup>38</sup> Contact the Elections office if plastic seal or Official Election Seal is missing or has been tampered with.

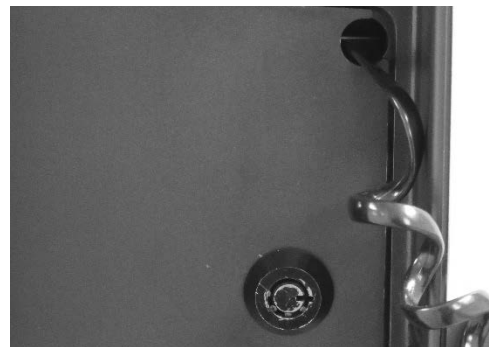
<sup>39</sup> Barrel key cannot be removed until lock mechanism is in lock position. Do not attempt to remove barrel key as it will cause damage to lock mechanism.



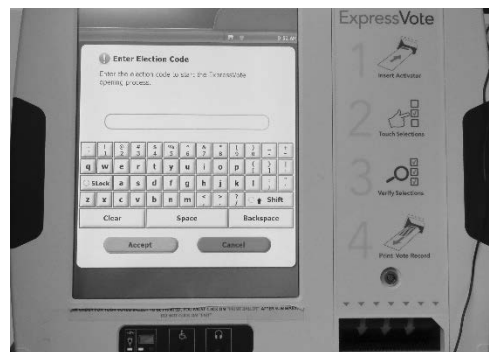
Confirm that the Mode button is on “**Voter**”  
Turn power **ON**



Make sure key pad cord is through the notch,  
Close access panel, turn barrel key to lock  
position and remove it<sup>40</sup>



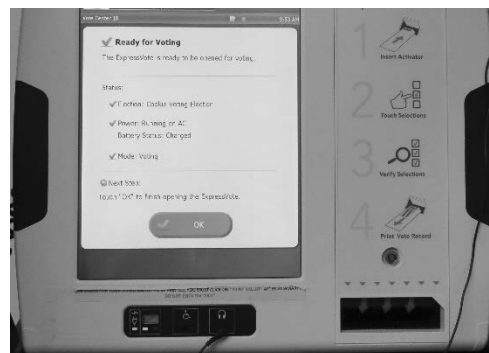
Wait for “Enter Election Code” screen. Enter  
code and select “**Accept**” to continue<sup>41</sup>



Verify the following

Election: Name is correct<sup>42</sup>  
Power: Running on AC (plugged in)<sup>43</sup>  
Mode: Voting

Press “**OK**” to continue



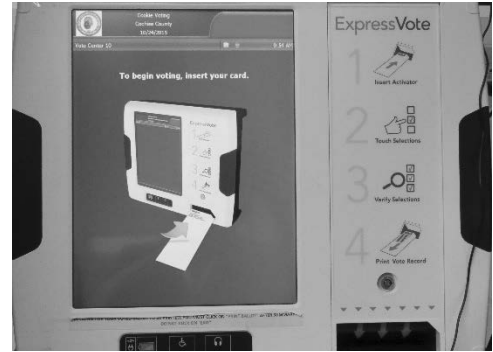
<sup>40</sup> Barrel key can only be removed when lock mechanism is in lock position. Do not attempt to remove barrel key while in lock position as it will cause damage to lock mechanism.

<sup>41</sup> Election code and other required codes have been provided to the Inspector

<sup>42</sup> Contact Elections Office if not correct

<sup>43</sup> Ensure that ExpressVote is properly connected to power source

“To begin voting, insert your card” screen will appear



**ExpressVote is ready to receive Ballots**



---

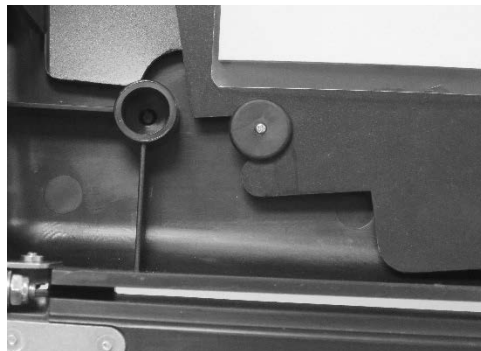
## APPENDIX Q – EXPRESSVOTE BREAK DOWN

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Remove side privacy shields from notches by bending away from kiosk



Fold back into place on top & ensure that privacy panels are placed behind the plastic washer



Unlock the left side access panel with the barrel key and leave barrel key in place for now<sup>44</sup>



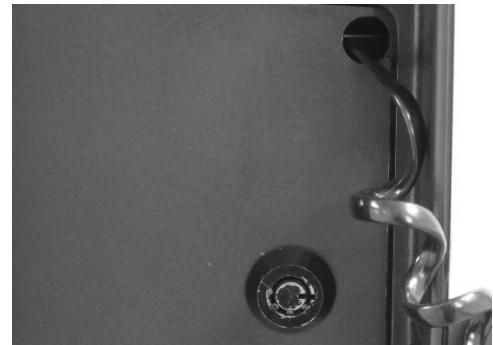
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<sup>44</sup> Barrel key cannot be removed until lock mechanism is in lock position. Do not attempt to remove barrel key as it will cause damage to lock mechanism.

Turn the power **off**



Make sure key pad cord is through the notch,  
Close access panel, turn barrel key to lock  
position and remove it<sup>45</sup>



Unplug and remove the headphones, place the  
key pad back into place below the left side  
access panel



Place privacy shields back down on kiosk



<sup>45</sup> Barrel key can only be removed when lock mechanism is in lock position. Do not attempt to remove barrel key while in lock position as it will cause damage to lock mechanism.

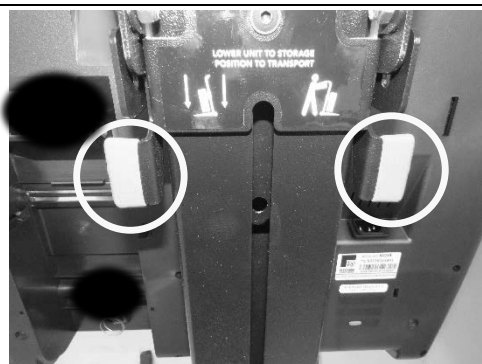
Unlock and lower the front access panel a few inches. Just enough to be able to lock the kiosk cover<sup>46</sup>



Facing the front of the kiosk grab the bottom of kiosk, under front access panel lock with one hand



Reach around the back and pull one of the green levers with other hand towards you

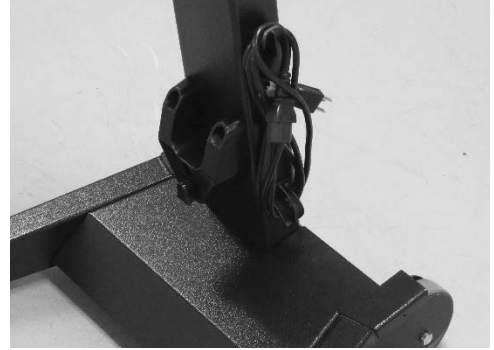


Allow kiosk to gently fall forward till it locks in the lowering position. Visually confirm that the notch is on the lowering position



<sup>46</sup> Barrel key can only be removed when lock mechanism is in lock position. Do not attempt to remove barrel key while in lock position as it will cause damage to lock mechanism.

Unplug all the kiosk power cords and place them on the back bottom hooks



Facing front of Kiosk, reach back and depress & hold yellow push handle with one hand



Grab top kiosk handle with other hand. Lower kiosk till it locks in place at the bottom.

Place all the kiosk together to the side!



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## APPENDIX R – CLOSING PROCEDURES / CHECKLISTS

**Please refer to instruction sheets in the accordion file and from the Inspector for the most updated information.** You should review this during the day prior to the polls closing. This is a general guideline of what to expect when you are closing the polls and ending your day and is provided as a reference during training for you to take notes.

This is a FULL TEAM Effort and no one should leave until told to do so by the Inspector.

### **INSPECTOR AND JUDGES CLOSING INSTRUCTIONS**

**Follow instructions in the INSPECTOR'S NOTEBOOK – Utilize your Troubleshooter if needed!**

- Close the polls on the DS200(s)
- Print and sign the 3 Voted Ballots Status Accounting Reports (automatically print)
- Place 1 report in the Official Envelope, 1 in the Unofficial Envelope and 1 in blue bin with voted ballots.
- Remove flashdrive from DS200 when machine totally shuts down. Place in small blue case.
- Remove blue box from DS200 with voted ballots. Place 1 report tape in box and lock/seal.
- Close and lock DS200
- Place items in the Official Envelope and sign
- Place items in the Unofficial Envelope
- Seal the unused ballot card stock in bag/box and seal. No need to count the unused ballots individually.
- Seal the blue bag with items inside.
- Make sure all items are gathered together for Courier pickup
- Review closing procedure with Marshal and Clerks to ensure smooth process
- Review Vote Center to ensure all items are secured for pickup tomorrow and the VC is left clean.
- Dismiss workers as needed.
- Lock up facility when couriers have picked up items.

## **MARSHAL AND CLERKS CLOSING INSTRUCTIONS**

**Follow instructions in the ACCORDION FILE and direction from Inspector –  
Utilize your Troubleshooter if needed!**

- Seal the black ballot drop box and prepare for courier pickup of supplies
- Collect all indoor and outdoor signs, place in them supply bag.
  - Make sure you have metal and plastic signs with the equipment that will be picked up after the election.
  - Don't forget to put the sandbags/cones by the signage and a ramp if issued.
- Collect all supplies not being used, place them in supply bag.
- Collect ExpressPoll Tablets and ExpressPass Printers. Pack them in the bag and have ready for Couriers to return to Election Office.
- Take down the ExpressVotes and set them aside.
  - Make sure you have power cords secured
  - Lock equipment as designated.
- Assist with breakdown of the DS200 tabulators after the Inspector closes the polls and prints the tapes.
  - Ensure you have power cords and surge protector from outlets.
  - Lock the equipment with security seals as designated.
- Locate all signs, machines, supplies etc and have them in one secure location for the trucks to pick up after the election. These will not be removed on election night.
- Clean break/eating area. Take trash out.
- Make sure Poll workers take with them all food & food containers that are left over.
- Clean the Vote Center and place and ensure furniture is back in original location.
  - Ensure facility is secured and locked when everyone leaves
- Do not leave the Vote Center until instructed by the Inspector.

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## REMINDERS / CHECKLIST

### **Items that go in the OFFICIAL ENVELOPE Clear plastic bag (double check before you seal and sign it!)**

- 1 DS200 tape signed
- Spoiled ballots
- White copy of Challenge List (if any voter challenges occurred)

### **Items that go in the UNOFFICIAL ENVELOPE Manilla envelope (no seal required)**

- 1 DS200 tape signed
- Official Ballot Report
- Seal log with used and unused seals
- Payroll and demands
- Vote Center survey
- Voter registration / PEVL or PEVL removal forms (if any)
- Yellow copy of Challenge List (if any voter challenges occurred)

### **Items that go in the Blue Canvas Bag (place seal after you double check!)**

- Unused ballot cardstock (if it doesn't fit place on top of bag for pickup) Use the same plastic bag/box they were sent in if possible. Apply seal to bag.
- Small blue case with thumb drive from the DS200 secured inside
- Official Envelope and Unofficial Envelope
- Inspector notebook with keys

### **Items that go in the black ballot drop off box (not counted! Box remains sealed)**

- All early ballots dropped off on Election day
- All provisional and conditional provisional ballots
- Seal the drop slot with security tape seal

### **Items that go in the blue bin from the DS200**

- Voted ballots that were run through the tabulator. No need to straighten or put in plastic bags. Just lock the box for the couriers to pick up.
- 1 DS200 tape signed
- Auxiliary box ballots that WERE NOT put into DS200 for whatever reason. Sealed in clear bag that is labeled in your accordion file. This bag then gets placed in blue bin before locking/sealing.



## **Keep the following items together to be picked up by couriers:**

- Blue Bag (with all the items secured inside)
- Express Printers in the black suitcase
- Express Tablets in individual black hard cases (router and air card in #1 case)
- Black ballot drop box
- Blue bin from DS200 with voted ballots locked inside

## **Example of what couriers will pick up:**



## **Items left together for pickup after election night**

- All ExpressVote machines
- DS200 machine(s)
- Black election supply suitcase (review checklist sent in bag to make sure you don't leave something behind)
- Metal signs, 75' signs, sandbags, ramps (if provided), door adaptors (if provided) place in black supply suitcase.

**Don't forget to locate all the power and extension cords. Make sure you have the DS200 surge protector – don't leave it in the wall outlet.**

**GOODNIGHT!** Lock the building and leave together after your couriers pick up your items. We are grateful for your service to the election process in Cochise County.